

JOB SPECIFICATION

Job Title: Local Party Organiser
Responsible to: Local party chair
Remuneration: £10 per hour
Hours: 50 hours a month
Location: Working from own home



Purpose of job

North Norfolk and Great Yarmouth Liberal Democrats are recruiting a part time organiser to take a leading role in communicating to our supporters and the residents of North Norfolk and delivering the North Norfolk element of the 2021 County Council election campaign.

We are looking for an enthusiastic and collaborative individual to organise day-to-day communications and campaign operations, both during and in between elections. We are particularly interested in applications with strong digital communication capabilities, as although door-knocking has recently become possible again, we may face further restrictions on the campaigning we can do in person. We need digital leadership across all social media platforms and a refreshed website.

Key responsibilities

- Supporting the local party in achieving its strategy for 2020 and beyond, with the following three priorities:
 - Strong, professional local organisation
 - Bold, ambitious communications plan
 - Well-planned, long-distance campaign effort
- Carrying out your role in a spirit that is true to the values of the local party, and according to the following guiding principles:
 - Remaining true to our mission
 - Working through engagement and discussion, with more community involvement
 - Adopting adult-adult rather than parent-child relationships
 - Being a localised organisation, with focused communications
 - Embracing vibrant communities, which will mean doing different things in different areas across the constituency
- Supporting the Campaign Chair to lead the campaigns committee, to develop and oversee campaign plans for elections in collaboration with the candidate, relevant group leaders and local party executive officers, with overall responsibility for: budgeting; design, production and distribution of literature; social media activity; canvassing coordination; legal paperwork and returns, and volunteer recruitment and coordination.
- Liaising between District and County groups and elected members and staff thereof, on all matters of policy, campaigns and communications.
- Recruiting volunteers to build up the 'hub' leadership model (teams of volunteers including leaders in target seats).

- Building on and maintaining our volunteer and member database and support the executive, hub leaders and other volunteers in using it.

Essential skills and experience

- Personable
- Confident using the phone for canvassing and member development
- Strong social media skills including website creation and maintenance
- Unfailingly polite and friendly even under pressure
- Able to motivate and rally people into action
- Advanced computer literacy
- Strong verbal, written communication
- Sympathy with the values and propose of the Liberal Democrats
- Ability to prioritise and avoid 'mission creep'

Desirable skills and experience

- Experience analysing and acting on data
- Strong presentation skills
- Working with volunteers, even better if it has been building volunteer teams and activist networks
- Experience working on a political campaign

We welcome and encourage diversity within our membership and staff. Our aim is that our membership **is truly representative of all sections of society and each member feels able to contribute and participate in whatever way they wish to**. We are therefore committed to being inclusive in all aspects of the work that we do, whether that is formulating policy, organising Party conferences, providing support for candidates, or running local campaigns.

If you are interested in discussing this role, please contact NN&GY Lib Dems Vice Chair Karen Ward on 07946 533983 or karen@littlefoxhill.com

If you are interested in applying for this role then please send an up to date CV, a covering letter and the details of 2 referees (who will not be contacted without your prior approval) by Friday 9th October 2020.

Shortlisting will take place on 10th & 11th October and online interviews will take place on Saturday 17th October.