



Campaigns and Volunteer Officer South Gloucestershire Liberal Democrats

Working For: South Gloucestershire Liberal Democrats

Location: Based at the South Gloucestershire Liberal Democrats office, currently in Chipping Sodbury, but home working may be necessary and lone working for significant periods may be required.

Salary: £18,000 - £26,000 depending on experience

Reporting to: Chair, South Gloucestershire Liberal Democrats

Contract: Fixed term until six weeks past the next UK General Election or South Gloucestershire elections, whichever comes later.

South Gloucestershire Liberal Democrats are seeking an enthusiastic and self-motivated person who can manage a team of volunteers, build campaigning capacity across our area, and boost our social media campaigning.

This is a fantastic opportunity to build the infrastructure and organisation necessary to end Tory control of South Gloucestershire Council in 2023 and re-elect a Lib Dem MP in our area at the next General Election.

Strong interpersonal skills are at the heart of the role. Your core responsibilities will be to motivate and organise volunteers, run the campaign office and work with the campaign team to ensure all the logistical elements of campaigning are delivered. This includes working with the volunteers who are responsible for data protection, literature oversight, membership, social media and campaigning.

Key Responsibilities:

- Support the Campaign Team in the development, execution and maintenance of the overall South Gloucestershire Plan ensuring that key deadlines are met
- Actively recruit, support, motivate and deploy a diverse volunteer base, ensuring training is provided where necessary
- Be the primary point of contact for Liberal Democrat members, activists, and councillors across South Gloucestershire.
- Support the campaign team in the execution of other elements of the South Gloucestershire Plan and where asked take lead responsibility for tasks including:
 - Campaign Literature
 - Creation of material
 - Proof-reading and editing material submitted by volunteers to maintain quality and ensure compliance with Liberal Democrat values and policies
 - Printing
 - Delivery to named locations (for further distribution by volunteers)
 - Canvassing Action days
 - Preparing printed and electronic (Minivan) canvassing lists and supporting literature ahead of the action days and ensuring they get to the action day
 - Liaising with a local contact point to arrange the session
 - Publicising the session to activists
 - Ensuring all data from the session is inputted into Connect and that issues are followed up
- Upskill Branches to support and enable a broadening of the campaign base
- Support the team of volunteers who run South Gloucestershire Liberal Democrat's internal and external digital communications, supporting the implementation of a Social Media and Communication Plan and mobilising more people to participate in sharing these message
- Manage the Liberal Democrat office
- Attend the South Gloucestershire Executive and Campaign Team and report as required
- Work with other Liberal Democrat organisations as required
- Comply with deadlines, legal requirements, and line management requirements in relation to your own work.

Person Specification:

Essential:

- Strong skills in motivating and mobilising volunteers.
- Excellent verbal communication and interpersonal skills; able to communicate effectively with colleagues, members, volunteers, and external organisations.
- Excellent written communication skills with a high level of accuracy and attention to detail.
- Ability to work independently with minimal supervision, self-motivating and managing own workload.
- Insight into campaigning techniques, including support for canvassing sessions, telephone canvassing, and digital campaigning.
- Strong experience of the requirements of running social media campaign teams
- Ability to work flexibly with frequent weekend and evening work, and a high workload in election periods.
- Knowledge of design & print media, especially the ability to produce high quality artwork, generation of content and project management skills. Familiarity with current issues within UK politics and sympathetic to the values and principles of the Liberal Democrats.
- Candidates must have a car as we are a rural constituency and activities take place across the whole geography. You will be expected to attend meetings and transport campaign literature to diverse locations not covered adequately by public transport. Expenses will be paid in accordance with South Gloucestershire Liberal Democrats Expenses Policy.
- The role demands flexibility in hours with regular evening and weekend working, for which time off in lieu will be available. There will also be periods of time when you are working alone.
- Continued employment in this role is conditional on being a member of the Liberal Democrats.

Desirable:

- Strong relevant IT skills.
- Experience of software packages used by the Liberal Democrats including Affinity Publisher, Connect, NationBuilder.
- Ability to understand and manipulate data to improve targeting of activity.
- Experience in a fundraising role.