

BROADLAND DISTRICT LIBERAL DEMOCRATS

Campaign Assistant

Job Description & Person Specification

Job Title:	Campaign Assistant
Location:	Broadland District, Norfolk
Salary:	£16,000 pro rata. Free board and lodging if required
Line Manager:	Campaign Group Chair

After the success of the 2019 elections, there is another exciting opportunity for a Campaign Assistant to work for the Broadland District Liberal Democrats. The local party is gearing up for county council elections in 2021 where they will be looking to gain seats on the council from the Conservatives. At the same time of course there exists a strong possibility of a General Election and we are responsible for the two constituencies of Broadland and Norwich North.

The Campaign Assistant will play a central role within the local party reporting to the Chair of the Campaigns Group, liaising with the Chair of the local Executive. The role presents an opportunity to develop skills in a District, which is Conservative facing with a few Labour councillors, with a recently enhanced strong Liberal Democrat presence.

The Campaign Assistant will be primarily an outreach worker, using office facilities shared with a neighbouring local party.

Job Purpose:

Help implement previous agreed strategies, which will put PPCs, Councillors, Candidates and Activists at the front of all campaigning.

Roles and key responsibilities:

1. Help organise and run Action Days;
2. Organise and provide Connect/Minivan training;
3. Source and organise other forms of training as required;
4. Produce, maintain and increase the local production of artwork;
5. Carry out decisions of the Campaign Group via the Group Chair, including supporting and assisting councillors, candidates and activists with campaigning.

BROADLAND DISTRICT LIBERAL DEMOCRATS

The post offered is one 8 hour day per week part-time, or a combination of 2 days per fortnight, until the end of May 2020, subject to a rolling monthly programme.

The hours will be flexible, but evening and weekend work will be required, as will travel across the district, which will be reimbursed.

We are keen to secure the right skills to fill this part-time position as soon as possible.

Person Specification

Specification	Essential	Desirable
Ability to communicate and liaise effectively with a wide variety of participants including candidates/councillors/local party executive/volunteers/members of the public	√	
Ability to manage and use databases e.g. Connect, to disseminate communications to large segmented groups through various electronic media. Good facility with social media	√	
Ability to work unsupervised, prioritise a wide variety of tasks and meet deadlines, with a methodological approach to database and manual record maintenance		√
Day to day experience of motivating a team and has a welcoming telephone manner		√
Previous experience of working in a campaign role, whether in a political environment or otherwise		√
Ability to draft effective political literature and artwork. Conversant with Page Plus DTP	√	
Ability to spot issues with campaigning potential		√
Full driving licence and vehicle		√

Closing date for applications 23rd September 2019.

Interviews will take place in Norwich during the week commencing 24th September 2019.

The successful applicant would start ideally ASAP, but before the end of September 2019.

Advert Campaign Asst D6
VKS 09.09.19

BROADLAND DISTRICT LIBERAL DEMOCRATS

To apply please send the following to the Local Party Secretary, at suesinwards@gmail.com For an informal discussion about the role, please call Stuart Beadle on 01603 755 373 or 07788 717836

A full CV (no more than two pages and including contact telephone numbers and email address)

A covering letter (no more than one A4 page) setting out why you want to do this job and how your experience and skills are relevant to the role.

A completed Equality and Diversity form

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.