

## **JOB DESCRIPTION**

<b>Job Title:</b>	Membership Administrator
<b>Responsible to:</b>	The Head of Membership & Engagement
<b>Salary:</b>	£20,000 - £24,000 per annum (pro-rata)
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Permanent contract
<b>Hours:</b>	Part time 18.75h/week
<b>Location:</b>	Remote based.

### **Purpose of job**

*To work with the membership and customer services teams to meet the demands and needs of the members of the Liberal Democrats. The post holder will take on administrative tasks to ensure the smooth running of the team and systems.*

### **Key Responsibilities**

1. - Assist with administrative tasks required to keep the Member & Supporter Database (Salesforce) up to date.
2. - Assist with answering membership queries from members and supporters.
3. - Produce lists for candidate selections
4. - Assist in keeping the candidates list up to date.
5. - Assist with maintaining an accurate list of party office holders.
6. - Maintain accurate records of donors and ensure more effective targeting of the party's fundraising activities.
7. - Track and analyse membership trends.

## **PERSON SPECIFICATION**

We are looking for a motivated individual who *can work independently and proactively without supervision. You must be highly organised and possess excellent communication skills.*

### **Essential Skills and Experience**

1. Ability to work independently.

2. Sympathy with the aims and values of the Liberal Democrats.

**Desirable Skills and Experience**

3. Experience of working with Salesforce
4. Experience of working with Nationbuilder.
5. Understanding of Facebook group management.

**APPLICATION PROCEDURE**

Please apply by email to [greg.foster@libdems.org.uk](mailto:greg.foster@libdems.org.uk) attaching:

- CV (including contact telephone numbers and email address);
- Covering letter (two A4 pages maximum) setting out why you want to do this job and how your experience and skills are relevant to it; and
- A completed diversity monitoring form (available with this pack).

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

Closing date: 11 December 2018

We will notify all applicants when the process is complete.

**The Liberal Democrats are equal opportunity employers and particularly welcome applications from people with characteristics currently under-represented among our staff.**