

Liberal Democrats in the South West

2019 DISTRICT AND UNITARY ELECTIONS

CAMPAIGN ASSISTANT PROGRAMME

(Multiple positions available)

JOB SPECIFICATION

Job Title:	Campaign Assistants
Responsible to:	Campaign Manager (England and Wales)
Employer:	Western Counties Liberal Democrats OR Devon and Cornwall Liberal Democrats
Salary:	£14,251 per annum (pro rata)
Benefit:	Free accommodation provided (if necessary)
Tenure:	Fixed-term temporary contract, 05/02/19 until 03/05/19
Hours:	Full time, 35 hours per week
Location:	In assigned Westcountry-based constituency (tbc, with travel)

Job Description

The Liberal Democrats are offering an exciting opportunity to gain skills and knowledge to pave the way for a career in political campaigning.

The 2019 Field Campaign Assistant Programme will give interns the opportunity to play a central role as part of the Campaign Team in a key Westcountry-based Liberal Democrat seat in the run up to and including a crucial set of district elections, as well as benefiting from an intensive residential “introduction to campaigning” course, where you’ll learn the skills involved in being an effective field campaigner.

We will also cover your reasonable travel costs. The host local Parties will provide accommodation for participants with a local Lib Dem member if necessary.

By the end of this 13 week programme, Assistants will have a strong grounding in the skills needed for a career in political campaigning with the Liberal Democrats. They

Key Responsibilities

Working in an exhilarating, fast-paced campaign office in one of our Westcountry Constituencies (Gloucestershire, Somerset, Dorset, Devon - please state on your application if you have a preference), your mission will be working to help win control and gain council seats in crucial unitary and district council elections.

No two days will ever be the same. Your role will be 'hands on' and require you to have a positive, can-do attitude and willingness to learn the huge range of skills involved in political campaigning. Your duties will vary but will include helping our Constituency Organisers plan and execute all aspects of their local campaigns, from leading and supporting canvassing teams, organising volunteers, producing and delivering campaign literature, using our sophisticated suite on digital campaign tools and supporting VIP visits and other events across your assigned constituency.

PERSON SPECIFICATION

1. Demonstrable interest in UK politics.
2. Demonstrable track record of leadership and team work.
3. Willingness to pitch in, possessing an enthusiastic 'can do' attitude.
4. Able communicator.
5. Demonstrable ability to prioritise.
6. Ability to work well under pressure and to deadlines.
7. Ability to take on new tasks with initiative.
8. Ability to work with a range of stakeholders and work independently.
9. Politically astute.
10. Sympathetic with the aims and values of the Liberal Democrats.
11. Confident speaking to members of the public on the phone.
12. Driving license and access to vehicle (desirable - please indicate within your application).

Please note: successful applications MUST be free to start on the programme on Tuesday, 5th February. The first week will include a mandatory three day residential training programme in Glastonbury, which you are required to attend and for which we will pay reasonable travel costs.

APPLICATION PROCEDURE

Please apply by attaching: -

- 1) A copy of your CV; including complete work history and relevant experiences.
- 2) A covering letter; no more than 2 pages of A4, indicating clearly how your experience and skills meet the criteria stated in the job and person specification.

Applications should be sent to nick.pentney@libdems.org.uk

Closing date: 12.00 noon, Friday 4th January 2019

Interviews to take place week beginning 7th January 2019