

JOB DESCRIPTION

Job Title:	Training Coordinator
Responsible to:	Head of Party Services
Salary:	£23,000-£25,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 37.5 hours per week or Part time (specify hours)
Location:	Lib Dems Headquarters, Westminster, London SW1P

Background

This is an exciting time to join the Liberal Democrats and to be working in British politics. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote on the final deal, our party membership is at an all-time high of nearly 100,000, and in 2018 we gained more seats in council elections than any other political party. Our leader Vince Cable has announced exciting new initiatives to open up and modernise the Party, which will be voted on at our spring conference in March 2019, and we are gearing up for a People's Vote or a general election [or both] which could take place sometime in 2019.

As the training coordinator for the Party you will be working with members, staff and stakeholders to deliver the very best training for volunteers across the party. Your role will be a key one in the upskilling and mobilisation of volunteers and maximising their skill to be a dynamic campaigning membership base.

Purpose of job

To work with staff, stakeholders and volunteers activists across the party to provide a coordinated and dynamic programme of training to develop individuals and build teams focused upon delivering electoral success for the organisation.

Key Responsibilities

1. Co-ordinate and lead the design of the conference training programme at Spring and Autumn Federal party conferences
2. Act as the central organisational point for the training of setting up and roll out of key training programmes UK wide alongside a volunteer implementation committee.

3. Organise key training events to cater a range of training needs across the volunteer party.
4. Build and deliver a pipeline of party members who wish to volunteer their skills and experience to LDHQ.
5. Curate and commission training content on our digital learning platform.
6. Design and implement a series of training webinars throughout the year.
7. Help administer relevant social media groups.
8. Build and maintain a list of accredited party trainers and training organisers.
9. Build and maintain a library of party training modules.
10. Liaise with key stakeholders, providing regular reports as required and communicating with relevant Party bodies to ensure that a successful programme of training is delivered to party members in line with the Liberal Democrats Party Strategy.

PERSON SPECIFICATION

We are looking for someone who can work independently and proactively without supervision. You will need to be highly motivated and possess exceptional organisational and interpersonal skills to coordinate with a range of stakeholders, volunteers and staff to deliver top quality training and development.

Essential Skills and Experience

1. Committed to empowering party members and providing them with the skills to build teams and win elections.
2. Experience of event organisation and management.
3. Experience of working with volunteers and remote staff.
4. Evidence of a passion for training and personal development, and a clear understanding of what makes good training content.
5. Comfortable building productive professional relationships with people by phone and email, as well as in person.
6. Used to working within tight budgets and to hard deadlines.
7. Able to work independently with minimal supervision, while also keeping a high standard of open communication.
8. Sympathy with the aims and values of the Liberal Democrats

Desirable Skills and Experience

9. Knowledge of Powerpoint and Microsoft Office suite.
10. Knowledge of Facebook Groups management.
11. Understanding of political campaigning.

applications from people with characteristics currently under-represented among our staff.

APPLICATION PROCEDURE

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- 3) A completed diversity monitoring form (available with this pack).

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Closing date: Wednesday 23rd January

First round interviews will be conducted w/b 28th January

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.