Liberal Democrats

JOB DESCRIPTION

JOB SPECIFICATION

Job Title: Insight / Data Officer

Responsible to: Head of Insight

Salary: £25,000 - £32,000

Benefit: 8% Employer's Pension Contribution

Tenure: 1 year

Hours: 37.5 hours a week
                     (Flexible working and part time requests will be considered)

Location: Lib Dems Headquarters, Westminster, London SW1P
                     Or Haymarket, Edinburgh, EH12
                     (Home working requests will be considered)

Purpose of job

This role will provide Liberal Democrat campaigners with a wide variety of expert support and advice in the field of data management, analysis, polling and research. It will help to spread a data-led approach throughout the party and ensure that it remains at the cutting edge of political campaigning best practice.

Key Responsibilities

1. To support the Insight and Data Team in the delivery of research projects and data analysis, as well as in the day to day maintenance of the party's databases and the data processing required for major campaigns
2. To provide expert advice to professional campaigners on the lessons from internal and external polling, and to collate and visualise the key performance indicators of volunteer campaigners in the field
3. To disseminate research results to local campaign teams and to enable best use of data in local campaigns
4. To train key activists in the use of data and research and how it relates to local campaigning

PERSON SPECIFICATION

The Liberal Democrats are seeking a new member to join our Insight and Data Team to be involved in a wide variety of projects. The team oversees all of the party's polling, public opinion research and analysis, and we are seeking a team member with a keen interest in the political aspects of either the data or behavioural sciences.

The successful candidate will work directly with the Head of Insight on the aspects of the team's work that most closely align with the experience and expertise they bring to the role. This will also include presenting and disseminating research results to various party entities.

We are looking for someone who is curious about people and passionate about data and who can use the latest research techniques to understand what drives voter behaviour. You'll have a qualification in data or behavioural science or research and an understanding of a variety of different research and analytical techniques.

As well as being a highly skilled researcher and analyst, we need someone who can communicate effectively. You'll understand the value of using data and insight to tell a story to enable good decision making.

You'll enjoy a fast moving political environment where speed is crucial, but you'll be organised enough to always keep an eye on longer term goals. Experience in election campaigns would also be an asset.

Finally you'll love a challenge and a fight! Few things worth fighting for come easily – this is a real opportunity to use research to deliver change.

<u>Essential Skills and Experience</u>

Applicants should have these essential attributes:

- Degree level qualification in data or behavioural science
- Highly organised and able to handle complex projects
- Ability to learn new information quickly
- Ability to communicate complex information in a clear and understandable way
- Interest in political polling and public opinion
- Willingness to learn new research methods and skills

These attributes are desirable:

- Experience in political campaigning

- A knowledge of either qualitative or quantitative research methods
- A working knowledge of one or more relevant programming languages, such as R, MySQL, Python, php, Javascript, html and a desire to learn more
- Experience writing surveys, questionnaires, or discussion guides
- Knowledge of British polling and research news

APPLICATION PROCEDURE

To apply please send your CV and a covering letter to hr@libdems.org.uk.

Closing date: 12.00 noon, Tuesday 28st May 2019