

Haringey Liberal Democrats

Campaign Organiser (Parental leave cover)

21 hours (three days) per week (0.6fte) Salary £22,000 - £25,000 pa (pro-rata) depending upon experience. Fixed term contract for 5 to 6 months, August 2019 to January 2020, to be agreed.

Haringey Liberal Democrats are seeking a Campaign Organiser to cover for parental leave, to work with our volunteers, campaigners, councillors, activists and PPCs in the borough and help to deliver our ambitious campaign strategy.

This is an exciting opportunity to work with a successful local team. You will assist local wards and teams with development, membership recruitment, organisation, information and literature support. You will oversee the design of literature as well as supporting effective communication across the borough. You will also be responsible for all electronic, website and social media campaigning as well as the management and use of records and data. Helping with the development and delivery of a fundraising programme will also be a requirement.

You are likely to have previous campaigning experience, not necessarily political, and to have worked with volunteers or volunteered yourself. Excellent communication skills are essential. You will have the ability to work unsupervised and effectively prioritise a variety of tasks.

The position will be based in the Lib Dem Offices in Crouch End, and to ensure a smooth transition, we will seek to ensure that the successful candidate overlaps with our Organiser at the beginning and end of the contract.

Closing date – Friday 5th July 2019

To apply, please send your CV and a covering letter by email, detailing how you meet the person specification and how you would successfully deliver the requirements of this role to Neil Williams at neil.williams@haringeylibdems.org with the subject heading 'Campaign Organiser'.

Key roles and responsibilities

1. To support the development and delivery of the Haringey local party's ambitious campaign plan and strategy
2. To coordinate and drive the identification, recruitment, training, development, motivation and retention of volunteers in a range of roles.
3. To oversee the organisation of volunteers to deliver the constituency campaign plan.
4. To design and organise the printing and delivery of literature.
5. To ensure the delivery of a programme of doorstep and telephone voter contact
6. To assist with the delivery of a fundraising programme within the borough.
7. To ensure the delivery of an effective online campaign using the full range of e-

campaigning tools.

8. To advise the line manager as appropriate, on organisational, communication and/or maintenance priorities which may benefit the smooth running of the campaign strategy.
9. To undertake such training as is recommended to develop and update required skills.
10. To maintain appropriate databases and other management information tools ensuring they are up to date
11. To undertake such other duties as the line manager may require to further effective communication and campaigning in the borough

Person specification

1. Previous experience of campaigning, in a political environment or otherwise
2. Previous experience of working with volunteers
3. Excellent verbal and written communication skills
4. Ability to effectively communicate with and maintain the confidence of a wide variety of stakeholders
5. Ability to motivate, develop and manage volunteers
6. Ability to work unsupervised and effectively prioritise a wide variety of tasks, meeting set deadlines
7. Methodical approach to record keeping and manage and use databases
8. Excellent IT skills
9. Ability to make effective use of a variety of social media for campaign purposes
10. Able to work outside of normal working hours if necessary
11. Ability to produce effective political literature
12. Ability to identify issues with campaigning potential
13. Experience of fundraising