

JOB SPECIFICATION



Job Title: Local Party Organiser, North Norfolk and Great Yarmouth Liberal Democrats

Responsible to: Local party chair, Steffan Aquarone

Salary: £22,000-25,000 per annum

Tenure: Full time

Hours: 40 hours per week

Location: The Garden Centre, Nursery Drive, North Walsham

Following on from successfully winning North Norfolk district council, now is an exciting time to join the North Norfolk and Great Yarmouth Liberal Democrats. Our newly elected councillors are looking at innovative ways to lead in local government, which includes a desire to make North Norfolk District Council the greenest in the country. Internally our party is looking to grow and develop pioneering projects that would bring about political change so that our values of liberty, equality and community can help build a better free, fair and open society.

We are looking to recruit a new Local Party Organiser to build on our campaigning successes in North Norfolk and to support with an ambitious plan to develop our activity and presence in Great Yarmouth.

If you are a visionary, personable and organised person interested in managing the activities of a local political party, a large team of volunteers and supporting with political strategy then please apply to join us.

The role offers flexible working hours and conditions – although requires some evening and weekend work particularly during campaign periods and will be supported by a hands-on and energized Executive Body. When interviewing for the role, as well as considering the skills listed below, we will be looking for passion and commitment and we are open to taking on someone without previous political campaigning experience if they are well suited to our organization.

Key Responsibilities

- Organise election campaigns
- Support the Executive Body in developing political strategy
- Offer admin support to Officers (volunteers within our Executive Body with areas of responsibility) to enable them to carry out their roles
- Manage data, analyzing it to inform strategic decisions
- Lead with admin tasks including: letter writing, mail-merging, invoicing, office management etc.
- Respond to communications from members of the public
- Recruit, manage and support a large volunteer base (including offering training and pastoral support)

- Work with our elected representatives to campaign on issues and liaise with MPs office regarding casework and campaigns
- Plan and manage events
- Manage our external communications including printed literature, social media and website
- Where required work in partnership with regional and national party bodies
- Communicate regularly with members
- Behave in a manner true to our values and seek to deliver our mission

Essential Skills

- Computer literate and a fast learner of new software
- Strong verbal and written communication skills
- Personable, polite and welcoming
- Incredibly organized and able to manage demanding workloads
- A self-starter and good at directing your own time
- Experience in leading on projects

Desirable Skills

- Experience in external communications including writing copy and press releases
- Familiar with Liberal Democrat policy and a desire to see those values embedded in society
- Have a full driving license
- Be politically knowledgeable and astute
- Working with volunteers, even better if it's been building volunteer teams and activist networks