

## **Campaign Assistant (Cambridgeshire & Peterborough)**

### **Full Job Description**

Salary: £18,000 pro rata

Hours: 37.5 hours a week, 5 days

Tenure: Fixed term contract for 3 months

Location: To work from home

Closing Date: Midday, 19th July 2019

### **Purpose:**

The Cambridgeshire & Peterborough Liberal Democrats are on a roll, with rising numbers of councillors and members following local election successes. We now seek a campaign assistant to tell the world what the new councillors are doing and maintain the momentum for future elections. You will liaise with councillors and communicate their campaigns and successes by creating engaging and compelling content for print and online publications, and by promoting stories to the local media.

You'll have a great standard of written English and be able to translate council-speak, have a working knowledge of DTP, and a commitment to Liberal Democrat values.

### **JOB DESCRIPTION**

The Campaign Assistant will work to a campaign plan agreed by the Campaign Organiser.

S/he will:

- Produce Focus leaflets for wards in the supported areas
- Produce other campaign materials as may be necessary
- Update the campaign websites, specifically including those of the County Council group, the P&CC campaign and, in due course, the Mayoral campaign
- Ensure that county group, P&CC and Mayoral stories are made available to those producing email newsletters
- Promote county group, P&CC and mayoral stories to the local media
- Liaise with photographers for the taking of good campaign photos for leaflets and e-campaigns
- Work with in-house printing teams and external printing companies to ensure the smooth production of leaflets

### **Person specification**

#### **Essential**

- A good standard of written English and an ability to edit other people's copy
- Working knowledge of InDesign, PagePlus or equivalent DTP package
- A commitment to Liberal Democrat values

Desirable

- A grasp of politics in Britain and/ or Cambridgeshire

For questions and further details, and to submit an application, please contact:

[stephendrew72@gmail.com](mailto:stephendrew72@gmail.com)

**Interviews will be held in the week commencing 22nd July**

Please apply by email attaching:

- a copy of your CV;
- a covering letter telling us how your experience and skills match the job description and person specification and your availability to start

**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.

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

We will notify all applicants when the process is complete.

**The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.**