



Local Party Organiser, Chippenham - Liberal Democrats

FULL JOB DESCRIPTION

Job Title:	Local Party Organiser, Chippenham Liberal Democrats
Responsible to:	Constituency Chair, currently Pat Aves
Salary:	£17,000-£20,000
Tenure:	Full time – 6 months’ contract with possibility of extension
Hours:	40 hours per week
Location:	17, St. Mary’s Pace, Chippenham SN15 1EN

INTRODUCTION AND BACKGROUND

The Chippenham Constituency was recreated in 2010 and held by Liberal Democrat Duncan Hames until 2015. The constituency includes the market towns of Chippenham, Corsham, Bradford on Avon and Melksham. Although not yet a target seat, the constituency has over 500 members and supporters and a well-known and liked PPC in Helen Belcher – an active LGBT campaigner.

Our office, located 2 minutes’ walk from Chippenham train station (25 minutes from Bristol Temple Meads and 75 minutes from Paddington), is currently staffed by Josh Charles who works primarily for our 21 Wiltshire Lib Dem councillors and Jason Brown who works for North Wilts Lib Dems. There is free parking for three vehicles.

We are looking to recruit a new Local Party Organiser to build on recent successes and to support our emerging plan to regain the Parliamentary seat.

Following on from successfully winning two more seats on Wiltshire County Council in recent by-elections, it is an exciting time to join the Chippenham Liberal Democrats. We’re looking at innovative ways to lead locally and improve our electoral performance. 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.



HOW TO APPLY

To apply, please email a letter of application and your CV to current Vice-Chair Trixy Alberga - talberga660@btinternet.com with the subject *Local Party Organiser*. For an informal discussion about the role, please call Trixy on 07724 669892.

Closing date: 17.00 Monday 2nd September

Interview date: Friday 13th September 2019

Interview panel:

Pat Aves - Chippenham Constituency Chair
Katie Vigar – Bradford on Avon Branch Chair
Dave Wood - Regional coordinator and Bath Councillor
Peter Hayes – Constituency President
Helen Belcher – Prospective Parliamentary Candidate

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

We will notify all applicants when the process is complete.

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.



Job Description

1. Organising a range of interlinked activities to raise the profile of the PPC in the Chippenham Constituency
 - a. Improving and maintaining our presence on various social media platforms
 - b. Managing the constituency website
 - c. Organising visits to businesses and other organisations to raise funds and the profile of the PPC.
 - d. Assisting with organisation of canvassing and surveying at walk and ward level
 - e. Drafting articles as required
2. Oversight of Focus production
 - a. Printing of walks
 - b. Designing and dissemination of focus templates
 - c. Writing PPC's contribution
3. Managing the constituency diary
4. Liaising and negotiating with various print organisations
5. Office management
6. Training or organising training for volunteers
7. Keeping accurate expenditure records as a legal requirement
8. Liaising with the Wiltshire organiser, currently George Tomlin

Person specification

- Ability to work with different kinds of people and projects under pressure.
- Patience, a positive attitude and a sunny personality
- Ability to motivate, inspire and work with volunteers
- Effective Influencing and negotiating skills
- Good at planning, but also flexible
- Highly computer literate on a range of packages
- Good written and verbal communication skills
- Boundless enthusiasm and energy

Salary £17,000- £20,000 per annum