

JOB DESCRIPTION

Job Title:	Selections Administrator
Department:	Party Services
Responsible to:	Candidates Manager
Salary:	£10.55 per hour
Tenure:	14 Weeks, temporary
Hours:	Full time 37.5 hours per week
Location:	Lib Dems Headquarters, Westminster, London SW1P

DESCRIPTION

Liberal Democrats are looking for an administrator to run selections for various police and crime commissioner and mayoral candidates.

MAIN RESPONSIBILITIES:

- Provide administrative support to the Returning Officers of all ECC Large Single Seat selections using e-voting (This covers all combined authority mayoral selections, Police & Crime Commissioners, and the GLA/London mayor) using Mi-Voice software. Approx – 35 over the tenure
- Deliver a postal ballot for those with no email address including the manual input of any returned ballot papers
- Send eBallots to members with email addresses via Mailchimp
- Process returned postal ballots
- Calculate costs and raise invoices for cross-charging back to regional parties as applicable

Desirable skills/experience

- Mailchimp experience
- General database administration
- Ability to mail merge
- Good attention to detail

- Good time management

Application procedure

Closing date: Midday, Monday 26 August, 2019.

For questions and further details, and to submit an application, please contact:
hr@libdems.org.uk

Please apply by email attaching:

- A copy of your CV; including complete work history
- A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- A completed diversity monitoring form
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Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

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.