



## PROJECT COORDINATOR (2-3 MONTH CONTRACT) LDHQ, Westminster SW1P

### JOB SPECIFICATION

**Job Title:** Project Coordinator (2-3-month contract)

**Responsible to:** Engagement Manager

**Salary:** Daily rate, dependent on experience

**Tenure:** Temporary or freelance

**Hours:** Full time (part time will be considered)

**Location:** Lib Dems HQ, London SW1P

### Purpose of job

To assist with project management coordination on a large variety of projects where staff and volunteers are working together.

This is one of the most important and wide-ranging roles at HQ, working with numerous teams across different functions, particularly campaigns and digital, to help the party increase its impact.

### Background

This is an exciting time to join the Liberal Democrats and to be working in British politics. We had our best result ever in the European parliamentary elections, electing 16 MEPs and garnering a 20% national vote share; we also achieved a record-breaking result in the May 2019 local elections, gaining over 700 new councillors across England. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote; our party membership is at an all-time high of 100,000; and we are in the midst of electing a new Leader who will take the Party forward and further build on the growth and success we have achieved. We are also preparing for a People's Vote or a general election [or both] which could take place later this year or in early 2020.

### Key Responsibilities

Work closely with individuals in the digital and campaign teams to identify and define key projects – their scope, objectives, planning and schedule – and support a system of project coordination that will best assist staff in tracking progress and delivering them.

This will include, among other things, highlighting risks and identifying projects that need more volunteer resource and assisting in the recruitment, assessment and on-boarding of those volunteers.

Specific projects will vary but are likely to include:

- Event management
- Volunteer recruitment and mobilisation
- Digital campaigning, particularly with volunteers
- Coordination of volunteer copywriters

## **PERSON SPECIFICATION**

The ideal candidate person will be highly organised with significant project management experience. They will be a very quick learner and able to take the initiative under pressure.

Key to this job will be an ability to communicate effectively with Lib Dem staff and volunteers in all parts of the country – helping them in their delivery of projects. They also need to have strong digital skills and be able to pick up new digital tools easily. Previous work with email, website and database tools would be strongly beneficial but not essential.

### **Essential Skills and Experience**

Excellent project management skills, able to coordinate complex projects and facilitate communication within and across teams.

Highly organised, with the ability to prioritise workloads and deal with a competing range of demands to get work done quickly.

Sound judgement, the ability to make quick decisions under pressure and take the initiative without supervision.

Strong digital skills and the ability to pick up new digital tools quickly.

Experience working with volunteers and external stakeholders.

Excellent written and verbal communication skills and an attention to detail.

A commitment to the principles, aims and objectives of the Liberal Democrats.

### **Desirable Skills and Experience**

Experience using digital campaign tools such as a Customer Relationship Manager (CRM) or Content Management System (CMS).

Experience with Nationbuilder, MailChimp, Connect, Salesforce.

Event management experience.

## **APPLICATION PROCEDURE**

For questions and further details, and to submit an application, please contact:  
[hr@libdems.org.uk](mailto:hr@libdems.org.uk) attaching: -

- 1) A copy of your CV; including complete work history
- 2) 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.
- 3) A completed **diversity monitoring form**

**Closing date:**

**18 October (interviews will be on-going so it is recommended you do not wait for the deadline before applying)**

**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.

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.

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