

**Community Manager  
LDHQ, Westminster SW1P**

**Salary: £21,000-£27,000 p.a.**

**JOB SPECIFICATION**

<b>Job Title:</b>	Community Manager
<b>Responsible to:</b>	Head of Membership & Engagement
<b>Salary:</b>	£21,000-£27,000 pa (depending on experience)
<b>Tenure:</b>	Temporary, until 31st December 2019
<b>Hours:</b>	Full time 37.5 hours per week
<b>Location:</b>	Lib Dem HQ in London.
<b>Closing Date:</b>	No fixed closing date, interviews will take place on an ongoing basis.

**Purpose of job**

We are looking for a passionate Community Manager to help us manage Liberal Democrat online communities during the 2019 General Election.

You will have a passion for people and a talent for writing engaging copy which motivates and inspires people to take action.

You'll be a key part of the team who will help mobilise tens of thousands of volunteers to win more seats at this election.

As a key part of the Membership team, you will help us manage Liberal Democrat online communities to help us achieve our objectives:

- Deliver our message
- Mobilise volunteers
- Raise money
- Get out the vote

Working with the team, you will craft first-class online content that helps achieve these goals and pull together a team of skilled volunteers who can work with you to manage the communities.

You will also work closely with our Digital Communications & Campaigns teams, collaborating to developing consistent, high-quality digital content and messaging for all our online platforms that can be amplified by volunteers.

### **Key Responsibilities**

1. Write persuasive copy with a unique voice from a range of broadcasters to drive meaningful actions and achieve our targets
2. Support the team's member satisfaction and retention goals by developing the email component of an effective member journey.
3. Assist with reporting and performance analytics on our email campaigns.

### **PERSON SPECIFICATION**

The successful candidate will be a passionate community manager with first-rate communication skills and a passion for driving real change.

You should be comfortable operating in a fast-paced environment and be able to respond to competing demands, but also take an organised, planning-led approach to your work.

You will ideally have some experience of managing an online community, though this may not be in a professional capacity.

### **Essential Skills and Experience**

Experience of writing high-quality marketing copy, ideally with some experience writing for social media.

Copy writing and editing skills under pressure in fast-paced environments.

Good communication skills and strong time management skills

Strong people skills and the ability to persuade and motivate volunteers.

Excellent attention to detail

Sympathy with aims and objectives of the Liberal Democrats

### **APPLICATION PROCEDURE**

For questions and further details, and to submit an application, please contact: [recruitment@libdems.org.uk](mailto:recruitment@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**.
- 4) Please ensure we have the means to contact you by phone and email.

**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.**