

## Job Description

### Development Officer (Wales)

<b>Post</b>	<b>Development Officer (Wales)</b>
<b>Grade</b>	<b>£24,000-£28,000</b>
<b>Reports jointly to:</b>	<b>Welsh Chief Executive and ALDC Development and Field Team Manager</b>
<b>Location</b>	<b>Cardiff</b>
<b>Hours</b>	<b>37.5 hours per week including a significant amount of evening and weekend work, including attendance at Party and ALDC conferences</b>

#### Purpose

Working with both the Welsh Party and ALDC, the postholder will support and develop Liberal Democrat activists and councillors at a local level, to enable them to campaign and win local, and other, elections and to support them in their work as councillors.

#### Main Responsibilities

- To provide advice, support and training to Liberal Democrat activists in areas that have been identified as priorities for development helping them to develop teams and the capacity for longer term campaigning and electoral success.
- To work as a part of the Welsh Liberal Democrat campaigns and elections team to deliver success in elections at all levels in Wales but with a particular emphasis on integrating campaigns for local government with those for other elections, together with campaign management of key council by-elections across Wales.
- To proactively engage with Liberal Democrat councils, council groups and councillors across Wales and to provide guidance, training, respond to advice requests and share ideas and best practice within the ALDC framework.
- To work with colleagues in the Local Government Association on issues relevant to Wales and to encourage engagement with the Welsh LGA.
- To work with the ALDC campaigns team to provide Welsh versions of templates and other campaign material for use by the wider party and ALDC members as appropriate.

- To support the work of ALDC and its committees, to support ALDC's Welsh membership and the growth of ALDC in Wales. To work to increase ALDC's relevance to the Liberal Democrats in Wales.
- To help Liberal Democrat activists develop the skills and motivation to campaign effectively through attendance at training and meetings, and by helping arrange regional and local events.
- Help develop and maintain a team of skilled volunteers to support campaigns and campaigns training across the country
- Ensuring good communications and relationships with key stakeholders – including ALDC, the Welsh Party, candidates, Welsh ALDC members and Local Parties.

### **General**

- To work within Welsh Liberal Democrats and ALDC's agreed policies and procedures.
- To attend staff meetings and conferences as required in Wales and to attend some national events at a UK level (Kickstart, Conference).
- To take advantage of staff development opportunities and periodic performance reviews in accordance with terms and conditions specified by the Association and by the Welsh Liberal Democrats.
- To assist in the day-to-day administrative duties as appropriate and to produce written reports as requested.
- To undertake other reasonable duties at the request of the line manager.

### **Person Specification**

#### **Essential**

- To be a member of the Liberal Democrats on appointment and throughout the employment.
- To have a good understanding of Liberal Democrat campaigning techniques.
- To have excellent people skills.

- To have good digital and IT skills.
- To have a good understanding of local government
- To be able to undertake a significant work amount of work in the evening and at weekends, including attendance at conferences and at Kickstart weekends.

**Desirable**

- To have a clean driving licence.
- To be able to use Affinity Designer.
- To have worked on Liberal Democrat campaigns at a local and national level.
- Having been elected at a local government level in Wales.