

## Application Pack

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### Office and Events Organiser

Thank you for your interest in the post of Office and Events Organiser with ALDC.

This is an exciting opportunity to work with the leading campaigning organisation within the Liberal Democrats. Our ambition is for there to be more Liberal Democrat councillors in every part of Great Britain, in every set of elections. To do that we want to develop effective local campaigning by Liberal Democrats right across the country.

The post is based at our national headquarters in Salford Quays, Greater Manchester, responsible for the smooth running of our office, office systems and our busy programme of events.

It is full-time (35 hours a week, Monday to Friday), but we are willing to consider part-time options if required.

A Job Description and a Person Specification are included in this pack, and below there is some background information about working for ALDC.

Applications should be made via the Indeed website only:

<https://www.indeedjobs.com/association-of-liberal-democrat-councillors>

**The deadline for applications is 9.00am on Friday 17 July 2020.**

Shortlisted applicants must be able to attend an interview, most likely by video conference, on Thursday 23 July 2020. Interviews will not be held on any other day.

#### Background

The Association of Liberal Democrat Councillors (ALDC) is the membership organisation for Liberal Democrat councillors in Great Britain. With a membership of over 3,600 and a turnover of £1 million we are by far the largest Specified Associated Organisation (SAO) of the Liberal Democrats.

ALDC aims to help Liberal Democrats win local elections and then to support Liberal Democrat councillors in their role.



We are based in Salford Quays in Greater Manchester. The team consists of 8 full time staff based in Salford and 5 full and part time Development Officers based around Great Britain. We also run a successful internship programme.

## Terms and Conditions

ALDC staff are paid on local government scales and staff receive an annual pay point increment (within their scale, subject to meeting annual objectives) as well as a cost of living increase in most years. After 3 months in post both ALDC and our employees contribute to a pension scheme. ALDC contributes 8% of your salary, employees contribute 5%. You can opt out of this scheme if you prefer.

Working hours are 35 hours a week (full time staff) and we operate a flexi-time system. We expect all staff to work some evening and weekends, and staff are expected to attend Liberal Democrat party conferences and major ALDC events as required.

ALDC pays staff expenses for travel, accommodation and subsistence outside the normal working environment and we are keen to ensure our staff have access to training and development opportunities.

Full time staff are entitled to 25 days annual leave a year in addition to bank holidays, with a pro-rata entitlement for part time staff.

As a councillors' organisation we are proud that many of our staff are councillors, and we are able to offer a degree of flexibility to allow staff to undertake their public duties which includes a small amount of paid time off for public duties.

## Further Information

Further information about ALDC and the work of ALDC is available on our website [www.aldc.org](http://www.aldc.org)

If you have queries about the job or the recruitment process please do not hesitate to contact Ed Stephenson, ALDC's HQ Team Manager, telephone 0161 302 7532 or email [ed.stephenson@aldc.org](mailto:ed.stephenson@aldc.org).

## Job Description, Office and Events Organiser

Post	Office and Events Organiser
Grade	Scale 3-4
Reports to:	HQ Team Manager
Line management responsibility for:	
Location	Manchester (Salford Quays)
Hours	35 hours per week including some evening and weekend work, including attendance at Party and ALDC events

### Purpose

To maintain the office functions of ALDC's campaigning and communications work, in particular organising events and supporting the work of the political team.

### Main Responsibilities

- To administer ALDC's office, including dealing with landlords, suppliers and contractors including compliance with health and safety, fire and first aid regulations.
- To administer ALDC's office IT and cloud-based systems (Dropbox, Google, CloundPhone).
- To administer ALDC's events including dealing with event registrations, delegate lists and the administrative preparation for all events.
- To provide administrative support to the management team as required, including support around HR systems and committee systems.
- To maintain ALDC's database of candidates and councillors including entering data and ensuring accuracy.

- To backup the work of the Finance and Database Organiser, particularly around membership.
- To provide cover and backup to interns as needed around council by-elections, social media and member services.

### **General**

- To work within the organisation's agreed policies and procedures.
- To attend staff meetings and conferences as required.
- To take advantage of staff development opportunities and periodic performance reviews in accordance with terms and conditions specified by the Association.
- 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

- 1 Ability to organise a busy office and office systems.
- 2 Ability to organise an event, dealing with venues, registrations and delegates.
- 3 Ability to give high levels of customer service to members and customers.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills
- 6 Ability to work as part of a team.
- 7 Sympathetic to the values of the Liberal Democrats

### Desirable

- 8 Experience of office administration
- 9 Experience of event administration
- 10 Membership of the Liberal Democrats