

# **Application Pack**

## **North Cornwall**

### **Campaign and Volunteer Lead**

Thank you for your interest in the post of Campaign Lead for North Cornwall Liberal Democrats. This is a new temporary post for the 2021 Cornwall Council Unitary elections. Starting in mid-November, by mutual agreement. the employment will last 6 months.

North Cornwall was very successful in the 2017 Cornwall Council elections. At present NC holds 15 of the 35 Liberal Democrat group seats across Cornwall. We are part of a Lib Dem / Independent administration. 2021 will find North Cornwall defending its high presence at Cornwall Council.

The Cornwall Council elections are an exciting opportunity for the Liberal Democrats in North Cornwall. The role is to act as the Campaign and Volunteer lead helping to build and grow the constituency members to enable continued success at the 2021 elections and beyond.

The post is full-time, 37.5 hours per week. The constituency is very rural and spreads from Morwenstow down to Padstow therefore a full driver's licence and car is essential.

We are ideally looking for an experienced Liberal Democrat campaigner who will be able to help us provide first class support and resources to help Liberal Democrats campaign and win. Training is available for some aspects of the role.

North Cornwall is supported by ALDC (the Association of Liberal Democrat Councillors). The constituency operates from its offices in the Cornish town of Launceston.

A Job Description and a Person Specification are included in this pack. We welcome applications from all Lib Dems and will consider appropriate adjustments to the role required for the right candidate. The post is paid at minimum of £18,000 pro rata per annum, dependent on experience.

## How to Apply

Applications should be in writing to Cllr Nicky Chopak - [secretary19@northcornwalllibdems.co.uk](mailto:secretary19@northcornwalllibdems.co.uk)

Please write explaining why you wish to be considered for the post and address key points from the person specification. Please also enclose a short Curriculum Vitae which should include at least two referees – one of whom should be your current or most recent employer.

We may contact your referees before your interview unless you request us not to. The deadline for applications is 5pm on Saturday 15<sup>th</sup> August 2020.

Applicants shortlisted will be asked to attend an interview, which will take place in the week beginning the 7<sup>th</sup> September 2020.

Depending on Covid regulations these will either take place online or in person in Launceston.

The applicant must be able to start the role in November (Date to be mutually agreed).

If you have queries about the job or the recruitment process, please do not hesitate to contact Nicky Chopak on 07810 302061

## Job Description

Please note:	This post is for 6 months.
Post	Campaign Lead
Purpose	To support and enable North Cornwall Liberal Democrats to fight the 2021 local County elections
Remuneration	£18K plus pro rata, per annum dependant on experience.
Line Manager	Constituency Chair
Daily Co-Ordination	Office Campaign Team
Location	Launceston Based with Field Work.
Hours	37.5 hrs/week including a significant amount of evening and weekend work, including attendance at local party meetings, training, action events, and conferences. We do not pay overtime, but apply "Time off in lieu". Holiday is paid as per legal entitlement to be taken at a mutual agreement.

## Purpose

To support and enable North Cornwall Liberal Democrats to fight the 2021 Cornwall Council elections and beyond. The targets for the Cornwall Unitary election is to retain and strengthen control of North Cornwall by holding all seats and regain the one seat not presently held.

## Main Responsibilities

1. To help coordinate, train and drive the identification, recruitment, training, development, motivation and retention of members and volunteers to mutually agreed targets.
2. To oversee the organisation of volunteers to deliver the constituency campaign plan.
3. To oversee and coordinate the organisation, printing and delivery of publicity material. To oversee the art working of local party and other literature as necessary and making effective use of literature templates supplied by the Department for Elections and Field. Including in some instances completing significant amounts of artwork

4. To ensure the delivery of a programme of doorstep and telephone voter contact to mutually agreed targets.
5. To ensure that systems are in place to deliver the campaign plans effectively, on time and to an agreed budget.
6. Work closely with the data officer to ensure data in Connect is kept up to date.
7. Help set up the canvassing programme and action days.
8. Plan postal vote and polling day GOTV operation.
9. Ensuring good communications and relationships with key stakeholders – including the, councillors, candidates, local party officers and volunteers.
10. To be a key part of the Liberal Democrat campaign teams in North Cornwall, including contributing to canvassing and leaflet delivery as time allows.
11. To attend training as required. Expenses will be paid for this.
12. To undertake other reasonable duties at the request of the line manager.

### **Cornwall Council elections and beyond.**

The targets for the Cornwall Unitary election is to retain and strengthen control of North Cornwall by holding all seats and regain the one seat not presently held.

## PERSON SPECIFICATION

	Essential/ Desirable
Sympathy with the aims and objectives of the Liberal Democrats.	E
Previous experience of working in a leading campaign role.	E
Knowledge of Rural Campaigning.	D
Ability to effectively communicate with and maintain the confidence of a wide variety of stakeholders.	E
Previous experience of working with volunteers Ability to motivate a team of people, including volunteers.	E
Ability to recruit and team-build.	E
Ability to delegate effectively.	E
Ability to work unsupervised and effectively prioritise from a wide variety of tasks.	E
Ability to meet agreed deadlines.	E
Ability to produce effective political literature.	D
Have an understanding of election law.	D
Valid Driving Licence and Vehicle.	E
Methodical approach to record keeping and database maintenance.	E
Demonstrates a “can-do” attitude and resilience under pressure.	E

