

Campaigns and Youth Project Assistant

Purpose of the job: To be responsible for the development of the MP's work with young people throughout the constituency, developing their political awareness of the importance of the Liberal Democrat Party, and to assist with the provision of practical campaigns support to the MP and local party including media work, literature production and delivery.

1. To develop the MP's work with young people throughout the constituency by organising a series of events and activities and to encourage the participation of new young party members in constituency work.
2. To use social media and other forms of communication to develop youth involvement in the local party and to increase support for Liberal Democrat policies.
3. To be creative in encouraging youth participation in current affairs, politics and a wider understanding of society, and the importance of involvement in politics – particularly the Liberal Democrats.
4. To assist with the organisation, printing and delivery of publicity material for the MP and the local party.
5. Instigate and support practical ways of ensuring constituency-wide involvement of volunteers, particularly younger members with the party. This includes exploring and using the talents of councillors and key party members.
6. To encourage awareness and use of Kendal and South Westmorland Liberal Club.
7. To undertake training and engage in opportunities to develop a portfolio of personal skills and experience.
8. To undertake such other duties as the line manager may require to further effective communication, campaigning and organisation in the Constituency.

The line manager for this post will be the Campaigns Officer of the local party. The post holder will be expected to report back regularly to the Chair of the Kendal and South Westmorland Liberal Club on a regular basis.

Normal place of work: WLLD office, Kendal

Type: Temporary, full time (37.5 hours per week)

Duration: 1 September to 30 June, flexible

Basic salary: £16,497 gross per year

FULL PERSON SPECIFICATION FOR CAMPAIGNS ASSISTANT		
KNOWLEDGE AND EXPERIENCE		
	Experience of working in a political environment	D
	Experience of political campaigning with the Liberal Democrats	D
	Experience of working with volunteers/in a voluntary organisation	D
	Experience of working with or alongside young people	E
	Good understanding of media communications that are particularly relevant to those under 30	E
SKILLS/ABILITIES	Ability to work to deadlines and under pressure	E
	Good written and verbal communication skills	E
	Ability to create and sustain a positive working relationship with the MP and external bodies that generates confidence, respect, credibility and trust	E
	Ability to work independently, prioritise and complete tasks	E
	Ability to work within a political context	E
	Good level of computer literacy including e-mail, internet and desktop publishing.	E
	Ability to work as part of a team	E
	Ability to be creative	D
QUALIFICATIONS STYLE BEHAVIOUR	No minimum formal educational qualification	
	Energy and commitment	E
	Ability to work flexible hours	E
	Attitudes and values broadly in line with those of the Liberal Democrat party	E
	Driving licence and use of car	E

D = Desirable E = Essential