

Post Organiser and Agent (Temporary)

Remuneration	£20,000pa pro rata
Reports to:	Constituency Chairman, Jim Candy
Location	Home working (at least initially) and over Zoom etc. also some on the ground work will be required
Hours	16 hours per week including a significant amount of evening and weekend work,

Purpose

To support and enable South East Cornwall Liberal Democrats to fight the 2020 Cornwall Council elections, including acting as the legal agent for Lib Dem candidates. The target for this election is a substantial increase in the number of Liberal Democrat councillors elected to Cornwall Council from the constituency and for the Liberal Democrats to take overall control of the council. A secondary target is an enlarged support network of volunteer campaigners. The post reports to the Constituency Chairman.

Main Responsibilities

To act as the legal agent for South East Cornwall Liberal Democrat candidates, including ensuring candidates are nominated properly and in time, legal deadlines during the campaign are met, the campaign meets all compliance requirements and for completing and submitting all expenses returns.

To liaise where necessary and appropriate with other Liberal Democrat organisations including the Liberal Democrats Federal Compliance Team, in completion of agenting duties, and to undertake any necessary training.

To be the campaign organiser for the South East Cornwall campaign, ensuring that the campaign plan is delivered effectively, on time and to budget.

Help develop our network of voluntary campaigners.

Specifically to:

Co-ordinate the artworking, printing and distribution of literature, including doing significant amounts of artwork yourself.

Work closely with the data officer to ensure data in Connect is kept up to date, and to provide lists and VPBs for canvassing and GOTV.

Co-ordinate online activity and advertising, in conjunction with the Chair and the Treasurer.

Help set up the canvassing programme and action days.

Plan postal vote and polling day GOTV operations.

Report on progress and expenditure.

To help new Liberal Democrat candidates develop the skills and motivation to campaign effectively and to be part of the campaign through attendance at training and meetings.

Help develop and maintain a team of volunteers to support our candidates and campaigns.

Ensuring good communications and relationships with key stakeholders, including the PPC, councillors, candidates, local party officers and volunteers.

To be a part of the Liberal Democrat campaign team in South East Cornwall, including contributing to canvassing and leaflet delivery as time allows.

General

To attend training as required.

To undertake other reasonable duties at the request of the line manager

Person Specification

Organiser, South East Cornwall (temporary)

Essential

- 1 Member of the Liberal Democrats (at the time of appointment and for the duration of employment).
- 2 Knowledge and understanding of Liberal Democrat local campaigning demonstrated by significant involvement in campaigning at a local level.
- 3 Ability to work with Liberal Democrat activists, including motivating and organising volunteers.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills, including ability to work DTP packages, especially Serif Affinity.
- 6 Ability to produce artwork using templates.
- 7 An understanding of and ability to work on the Liberal Democrat's Connect and Lighthouse systems.
- 8 Ability to work as part of a team and to organise your own work.
- 9 Able to work weekends and evenings.

Desirable

- 1 Experience as an election agent.
- 2 Experienced user of Connect, including on polling day.
- 3 Full Driving Licence