



JOB TITLE

JOB SPECIFICATION

Job Title:	Membership Marketing Intern
Responsible to:	Email Marketing Manager
Salary:	£9.50 per hour (outside London) £10.85 per hour (London)
Hours:	19 hours per week
Tenure:	Fixed term, 3 months
Location:	Flexible, London, Edinburgh, Cardiff or Home-based

Purpose of job

This is an exciting opportunity to develop your skills, whilst working for Liberal Democrat HQ during a very busy period.

The internship will run from the start of March, until the end of May and mean you are working alongside the team through Spring Conference and the Local Elections.

You'll get a chance to work in all of the areas the team works in and try your hand at email marketing, marketing automation and CRM management. You'll also have opportunities to develop your copywriting, HTML and CSS skills and complete the three-month period with a better understanding of email and lifecycle marketing.

Please note, experience in working with HTML and CSS is not a requirement for this role.

Key Responsibilities

1. Support the work of the membership team in delivering a high-quality membership experience and hitting ambitious targets.
2. Assist in running online engagement events for members and supporters of the Liberal Democrats.

3. Assist with other tasks as directed by the line manager.

PERSON SPECIFICATION

Essential Skills and Experience

- An eye for detail and a high standard of written English
- An able communicator
- A self-starter with an ability to take on new tasks and use their initiative
- An interest in political party membership or marketing
- Sympathy with the aims and values of the Liberal Democrats

APPLICATION PROCEDURE

For questions and further details, and to submit an application, please contact: recruitment@libdems.org.uk attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 1 page of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- 3) Please ensure we have the means to contact you by phone and email.

The closing date for applications is Friday 5th February.

We expect to interview candidates by Zoom in the week commencing the 15th February.

A successful candidate would ideally begin their internship in early March.

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have two referees – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.

proud to support

time to change

let's end mental health discrimination

The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work."