



Job Title: St Albans Liberal Democrats Campaigns Manager

Salary: £30-32,000pa

Hours of Work: Mon – Fri 35 hours per week with core hours 10:00 – 16:00. Requirement to work occasional evenings and weekends; flexibility during peak campaign periods is essential. Job share applications may be considered but full time is preferred.

Application deadline: 31/07/2021

How to Apply: Email CV and covering letter including start date availability and any adjustments needed during recruitment to cunningham.lynn44@gmail.com

Line Manager: Local Party Chair (HR) and LDHQ Campaign Manager England & Wales (Campaigns)

Background:

In the last two years, Liberal Democrats have had a huge amount of electoral success, having elected the first Liberal MP for St Albans since 1904 and taken control of the District Council. St Albans volunteers also played a key role in supporting the nearby win in the Chesham and Amersham parliamentary by-election.

With more elected representatives, more volunteers and even more ambition, St Albans Liberal Democrats are recruiting for this new and more senior role of Campaigns Manager to steer us through the next exciting phase of our campaigning.

First and foremost, we are looking for someone with first-rate organisational and project management skills. The successful candidate will manage multiple work-streams and lead and direct a range of stakeholders, most of whom are volunteers.

Currently, St Albans Liberal Democrats employ a Communications Officer. The Campaigns Manager will be expected to work alongside the Communications Officer, as part of a flat structure.

Roles and key responsibilities:

- To oversee the development, updating and delivery of the annual campaign plan and messaging as agreed by the local party Campaign Team. Set objectives, deadlines, assign responsibilities and monitor and summarise progress of projects
- Support, motivate and coach the volunteers who are assigned to lead the projects

- To manage the design and production of local party and other literature as necessary.
- To manage and facilitate multiple campaign work-streams including but not limited to candidates, canvassing, action days, the preparation, printing and distribution of literature for wards and poster campaigns
- To work with the Communications Officer to ensure the local party’s communication reflects its messaging grids. Working with local party officers, the District Group, the County Group, the PPC and MP and other key stakeholders to ensure the local party has a coordinated approach to all communications.
- To be responsible for day-to-day budget management for campaigning.
- To promptly escalate to the Campaign Team all potential and actual risks to the success of campaigns with recommendations for mitigation
- To gather feedback at an appropriate level after campaigns, summarise findings and make recommendations for future improvement
- To provide line management support and guidance to any temporary or junior team members the party may choose to recruit
- To undertake such training as is recommended, and provided through the management, in order to develop and update required skills, including GDPR compliance.
- To organise and run regular Campaign Team meetings and candidate meetings, and provide campaign updates to the local party Executive
- To attend council group meetings, and other meetings as required by the line manager.
- To ensure the office is staffed and run effectively, including overseeing recycling, cleaning, office supplies and room reservations
- To undertake such other duties as the line manager may require to further effective communication, campaigning and organisation in the constituency.

PERSON SPECIFICATION

Specification	Essential?	Desirable?
Previous experience of working in a leading campaign role, whether in a political environment or otherwise.	E	
Proven working experience in project management	E	
Ability to communicate and liaise effectively with a wide variety of participants including the parliamentary candidate,	E	

councillors, local executive.		
Ability to manage multiple work-streams; multi-tasking at speed whilst maintaining attention to detail	E	
Ability to manage multiple Key Volunteers and stakeholders	E	
Ability to work unsupervised and prioritise a variety of tasks.	E	
Ability to set and meet deadlines.	E	
Ability to produce effective political literature	E	
Excellent written and verbal communication skills	E	
Ability to lead and direct the work of volunteers	E	
Understanding of campaigning at different stages in the electoral cycle		D
Undertake training as required	E	
Working with databases		D
Understanding of GDPR and data protection rules		D