

**Job Title** - Constituency Campaigns Organiser

**Closing Date** - 18th August 5pm

**Location** - commutable to the Cheadle Constituency

**Salary** - Between £18,000 - £20,000 per annum, depending on experience

**Contract:** Fixed term for 6 months (with the possibility of extension)

**Reporting to:** Campaigns Manager (North West)

The campaign organiser will be a key figure in driving activity across the party and maximising the efficiency of campaigns, working with the campaign manager and the volunteer team to help win back the Cheadle Constituency at the next General Election.

Responsibilities include:

- Supporting the local teams in the practical elements of leaflet production, wholesale and distribution
- Lead recruitment of new members and engage those and existing members to drive activity
- Run all aspects of the digital campaigning in the constituency including websites, emails and social media
- Manage the clerical process, bundling, distributing and collecting stuffed, and written envelopes
- Prepare lists for phone and in person canvassing
- Support the running of Gold Club and the Shirley Williams lecture
- Ensure all databases are kept up to date and maintain volunteer records and working delivery rounds
- Coordinating poster team and managing poster lists

Working with the campaign Manager responsible for:

- Staffing the office
- Managing stocks and supplies
- Supporting fundraising efforts by the local party
- Analysing data

- Assist with candidate diary management and attending events as required

Person Specification:

The following criteria are considered essential:

- Exceptional personal organisation.
- Ability to multi-task.
- Strong communication and interpersonal skills.
- Ability to lead, mobilise and manage volunteers.
- Excellent written communication skills with a high level of accuracy and attention to detail.
- Ability to work independently with limited supervision, self-motivating and able to manage own workload.
- Familiarity with current issues within UK politics and sympathy with the values and principles of the Liberal Democrats.

The following criteria are considered desirable:

- Experience of delivering effective Liberal Democrat campaigns.
- Experience of Liberal Democrat software and databases (e.g. Lighthouse, NationBuilder & Connect).
- Full UK driving license and access to a vehicle.
- Knowledge of the political context in Stockport and Cheadle.

**Starting date:** ASAP.

**Application Details:** For further information about the role or the constituency please contact Charles Gibson (Campaigns Manager – North West) at [charles.gibson@libdems.org.uk](mailto:charles.gibson@libdems.org.uk).