

**Artwork Support Officer
LDHQ, Westminster SW1P**

Salary: £21,000-27,000 p.a.

JOB SPECIFICATION

Job Title: Artwork Support Officer (3 Month contract)

Responsible to: Head of Special Projects

Salary: £21,000-27,000 per annum

Tenure: Temporary - 3 months

Hours: Full time 37.5 hours per week

Location: Lib Dems HQ, Westminster, London SW1P (Remote working considered)

Start: ASAP

Purpose of job

The Liberal Democrats are looking for an outstanding Artwork Support Officer to join the team at LDHQ. Working closely with campaigners in strategic held and target constituencies, regionally-based Campaigns Officers and LDHQ staff, the successful applicant will support the artworking and development of key items of campaigns and literature against an agreed national plan for a range of constituencies.

Essential Skills and Experience

1. Excellent interpersonal skills in order to work closely with members of staff, key volunteers and elected representatives.

2. The ability to produce high-quality campaign and election literature using PagePlus.
3. The organisational ability to handle multiple competing deadlines in a fast-paced environment.

APPLICATION PROCEDURE

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

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages 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) A completed **Diversity monitoring form**.
- 4) Please ensure we have the means to contact you by phone and email.

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 details of your current salary and two referees including one from your current employer – 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.