

**JOB DESCRIPTION:**

<b>Job Title:</b>	Campaign Organiser, Twickenham & Richmond Liberal Democrats
<b>Responsible to:</b>	Local Party Chair & a member of the Parliamentary team
<b>Salary:</b>	£24,000–£28,000 pa ( <i>depending on experience</i> )
<b>Tenure:</b>	Permanent
<b>Vacancies:</b>	Two FTE
<b>Hours:</b>	FTE 37.5 hours/week
<b>Location:</b>	Based in one of our local campaign offices in Richmond & Twickenham

**Following a number of sensational wins and a brilliant GLA and local ward by-election result this May, Twickenham & Richmond Park Liberal Democrats are recruiting two full time organisers to ensure that we continue winning in this strategic area.**

**You will work with an energetic team as well as our two brilliant MPs (Sarah Olney and Munira Wilson) and our Council leader (Gareth Roberts).**

**This is an exciting opportunity for two people who are motivated, keen to see the Liberal Democrats succeed and who want to learn new skills as part of a winning team.**

**Purpose of position**

As Campaign Organiser, you will be the first point of contact for the campaigning and organisation of Twickenham & Richmond Liberal Democrats in one of our two constituencies.

Since 2018, we have won control of the local council. Increased local membership to over 2,000. Won two parliamentary seats, the European elections and two ward by-elections, as well as securing the party's largest ever vote in the recent GLA constituency elections.

With elections in 2022 and 2024, we are looking for two highly driven individuals to help sustain our success and continue to grow.

You will be expected to manage and inspire a large team of volunteers, lead production on our digital and printed literature, be proactive in communications through email and our website to all our electorate, and support management of our electoral and membership data.

You will be expected to work closely with the MP, supporting their local communications.

You will also be expected to communicate effectively and regularly with your line manager, our HQ Campaigns Manager, our MPs and Councillors, the executive and key activists and, of course, our local members.

The role offers flexible working hours and conditions, although it will require evening and weekend work, particularly during campaign periods.

## **Key responsibilities**

Work as part of the local party staff team to help deliver the local party's campaign and capacity building objectives.

Support the production of campaign literature and online materials.

Support membership recruitment, retention and development activities.

Help coordinate campaign activities in line with the Campaign Plan.

Help build the capacity of the Constituency by upskilling volunteers and helping them fill key campaign roles.

Support the local party's fundraising activities.

Work with staff, local party officers and volunteers to maximise success in all levels of elections.

Undertake such other duties as the line manager may require to further effective communication, campaigning and organisation in the constituency.

Support the management of the local party's electoral and membership data in accordance with GDPR

Work closely with the Local Party Executive and leading Councillors to ensure our key objectives are met

Work closely with our MPs and their staff to ensure key objective are met

Support MP's local communications, including e-newsletters, website pages and social media, as well as press releases for local news outlets.

Accompany MP on local visits

Manage our local party office, ensuring a tidy, efficient, and pleasant environment for all visitors and users

Collaborate externally with the Regional and National Party, well as other external stakeholders

Provide a monthly statistics update to our Federal Campaigns Manager

## **Essential skills, experience and behaviours**

Proven ability to work independently and remotely

Proven team player who is able to build effective working relationships with Parliamentary, as well as national and local party staff and officers.

Strong organisational skills that include the ability to: manage and prioritise a large and varied workload, appropriate delegation, and up to date communication of task progress to the Chair and key Executive Officers

Able to work alone with minimum supervision, with demonstrable ability to self-motivate

Highly effective communication skills (both written and oral)

Proactive networking skills

Highly responsive to stakeholders whilst managing deadlines appropriately

Warm, welcoming, and open personality that can: engage, energise, motivate, and manage a team of volunteers

Resilience to a high-pressure environment especially during election campaigns

Willingness to learn new skills and knowledge

Be sympathetic to the aims and values of the Liberal Democrats and a commitment to the electoral success of the party.

Campaigning experience through either being involved in an election campaign, or through single issue campaigning

## **Desirable skills and traits**

Digital design and publishing in both online on printed content (affinity and or Page Plus)

Knowledge of website design, maintenance, and communications (NationBuilder, social media inc Facebook and Twitter)

Database management and maintenance (Connect and Lighthouse)

Microsoft Office, applications with specific skills in mail merge and Excel usage

Financial and budget management

Understanding of election law and governance

Some understanding of electoral expenses and electoral law

Ability to openly contribute to the local party's development

Full and clean driving licence, and access to a car

### **Notes**

- We will not be able to employ you if you are not able to demonstrate eligibility to work in the UK; we are unable to obtain a work permit on your behalf.
- The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups and individuals who are currently underrepresented.