

**Job Title:** Volunteer coordinator for Sheffield Liberal Democrats  
**Closing Date:** 3rd October 2021  
**Salary:** £19,500 (pro-rata for a 22.5 hour role)  
**Contract:** Fixed term until May 31st 2022, with the expectation of the role continuing.  
**Hours:** 22.5 hours, flexible working hours including weekends as required.



Sheffield Lib Dems are recruiting to help the party become the largest group on Sheffield City Council and win back Sheffield Hallam.

### **Job Specification**

- Assistant aide to current organiser and support in any campaign activity as directed by organiser.
- Mobilising and organising local volunteers to fulfil the campaign in conjunction with local party priorities.
- Manage and produce content for local party emails and website and assist in production and dissemination of social media content.
- Coordination of voter contact activities.
- Support production of campaign literature.
- Assist in the training of volunteers.
- Work with the local council group and support officer to coordinate campaigns.
- Attending relevant conferences, training and other meetings 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. Affinity Publisher, NationBuilder & Connect).
- Full UK driving license and access to a vehicle.

### **How to apply**

Please send a CV and a covering letter (no more than one side of A4) to

[timhuggan@gmail.com](mailto:timhuggan@gmail.com)

If you would like us to not contact your references in advance, please make this clear in your application.

## GDPR

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.

## Information Asset Owners (IAOs), Directors and Heads of teams

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.
- Responsible for specific information assets and assessing and mitigating risks to information within the area you manage. This involves ensuring the security, accuracy and integrity of the data held on the systems you manage and for mitigating any potential risks.
- Raise awareness of data protection issues and ensure staff are aware of their responsibilities towards the information they use.

**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.

**The Party believes it is essential to foster equity, equality, diversion and inclusion within our workforce. We want our employees to thrive in an environment where everyone is welcome and supported to achieve their potential. It is important to celebrate what makes us unique and that you feel valued, appreciated and free to be who you are.**