

**ARGYLL AND BUTE LIBERAL DEMOCRATS CAMPAIGN ORGANISER /
PRESS OFFICER TO ALAN REID MP**

JOB SPECIFICATION

Job Title:	Argyll and Bute Campaign Organiser (Volunteer & Infrastructure Building) and Press Officer to Alan Reid MP
Responsible to:	Director of Campaigns for Scotland, Adam Stachura & Alan Reid MP
Salary:	£17,000 - £18,000 based on experience & 8% employer's pension contribution
Location:	Dunoon, Argyll, with travel round the constituency
Tenure:	Fixed-term contract until 30 June 2015
Hours:	Full time (40 hours/week) 4 days per week Campaign Organiser & 1 day per week Press Officer

Purpose of job

This position has a joint purpose. To support Alan Reid MP and the Liberal Democrats and their campaigns in Argyll & Bute Constituency. Also, to work as a Press Officer for Alan Reid MP based in the constituency office.

Key Responsibilities

1. To coordinate and drive the identification, recruitment, training, development, motivation and retention of members and volunteers to mutually agreed targets
2. To oversee the organisation of volunteers to deliver the constituency campaign plan.
3. To ensure the delivery of a programme of doorstep and telephone voter contact to mutually agreed targets.
4. To assist in the delivery of a fundraising programme within the constituency.
5. To coordinate media communications on behalf of Alan Reid MP.
6. To ensure the delivery of an effective online campaign using the full range of digital tools.

7. To advise the line manager, as appropriate, on organisational, communication and/or maintenance priorities which may benefit the smooth running of the constituency.
8. To work closely with the two party convenors.
9. To undertake such training as is recommended to develop and update required skills.
10. To undertake such other duties as the line manager may require to further the effective communication, campaigning and organisation in the constituency.

PERSON SPECIFICATION

Essential Skills and Experience

1. Sympathy with the aims and values of the Liberal Democrats
2. Ability to effectively communicate with the media and maintain the confidence of a wide variety of stakeholder.
3. Ability to motivate and manage a team of people, including volunteers.
4. Ability to team build.
5. Ability to delegate effectively.
6. Ability to work unsupervised and effectively prioritise from a wide variety of tasks.
7. Ability to meet deadlines.
8. Methodical approach to record keeping and database maintenance.

Desirable Skills and Experience

9. Previous experience of working in a leading campaign role, whether in a political environment or otherwise.
10. Previous experience of working with volunteers.
11. Ability to produce effective political literature.
12. Ability to spot issues with campaigning potential.
13. Experience of fundraising.

APPLICATION PROCEDURE

Please apply by email attaching: -

- 1) A copy of your Curriculum Vitae covering complete work history
- 2) A supporting statement 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.

Please direct your applications (including a CV and covering letter) to the Director of Campaigns for Scotland adam.stachura@scotlibdems.org.uk

Closing date: 12.00 noon, Monday 01 December 2014

Due to the large number of applications we normally receive, we regret to inform you that only shortlisted candidates will be notified. If you have not heard from us within



three weeks of the closing date, you should assume your application has not been successful on this occasion. However, we wish to thank you for your interest in Liberal Democrats.

Please note: we will not be able to employ you if you are not able to produce the necessary documentation showing that you are eligible to work in the UK.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.