**Wells Constituency Liberal Democrats**

**Campaign Organiser - Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal**  **Attributes** | In agreement with the ethos of the Lib Dems  Outgoing, sociable individual, an excellent communicator and motivator with good interpersonal and persuasion skills and strongly focused on ‘customer service’  Able to work alone and in a team: a proactive ‘self-starter’  Strong planning and organisation skills  Flexible approach, ability to multi-task  Attention to detail  Strong time management skills to ensure deadlines are met  Team building skills, particularly with volunteers  Political awareness / nous and common sense | An inspiring team leader, particularly with volunteers  Ability to delegate  Comfortable with making personal visits and telephone calls to individuals |
| **Achievements** | Demonstrable familiarity with English spelling, grammar and punctuation, and able to ‘translate’ political and council ‘speak’ into easily accessed and understood written word for general use.  Numerate  Holding a current, clean and valid driving licence. Access to use of a car. | A degree, ‘A’ Levels or equivalent |
| **Abilities and experience** | Campaigning  Managing a budget  Organising activities undertaken by others  Team working  Working with a range of stakeholders  Artworking quality campaign leaflets and other literature for public consumption Practiced user of Word, Excel & social media  A strong understanding of strategy and tactics, and keen to work to deliver winning, integrated campaigns | Lib Dem election campaigning  Working with volunteers  Leading a project  Local knowledge  Working with Connect, Lighthouse, Affinity Publisher, etc.  Working with and maintaining websites  Knowledge of Election and Data Protection legislation  Media, press and publicity experience |