

Application Pack

London Development Officer

Thank you for your interest in the post of London Development Officer

This is a new post, funded by the London Region Liberal Democrats, and managed on behalf of London Region by the Association of Liberal Democrat Councillors (ALDC).

You will be responsible for establishing and boosting Liberal Democrat activity across London, particularly in those local parties who have, as yet, few or no elected Councillors. You will provide first class support to local party activists and potential new activists and develop their campaigning plans, skills and capacity.

The post is full time and will work closely with the London Region Campaigns Team and ALDC to agree priorities for the growth and advancement of Liberal Democrat campaign activity across the Region.

The job will be based in London, initially in Camden; a significant amount of travel around London will be required, including evening and weekend events. From time to time attendance at events outside London, including ALDC events, will be required.

A Job Description and a Person Specification are included in this pack.

The post will be paid at ALDC Officer level, based on the NJC scale spinal points 23-28 (on the scale that comes into force on 1st April 2019). We also contribute an additional 8% of your pay to your pension scheme (after 3 months in employment).

How to Apply

Applications should be in writing to the London Region Campaigns Chair, Pete Dollimore. Please send this by email to campaigns@londonlibdems.org.uk.

Please write explaining why you wish to be considered for the post and address key points from the person specification. Please also enclose a short Curriculum Vitae which should include at least two referees – one of whom should be your current or most recent employer. We may contact your referees before your interview unless you tell us otherwise.

The deadline for applications is Friday 22nd March 2019

Applicants shortlisted for interview will be expected to make themselves available to attend an interview in London in the week commencing March 25th; provisionally on Friday 29th March.

Further Information

Further information about the role can be obtained from the London Campaigns Chair Pete Dollimore either by email to campaigns@londonlibdems.org.uk or by phone to 07710 094143

Job Description

London Development Officer

Post	London Development Officer
Grade	NJC scale 23 – 28 (Inner London) according to experience £31,434 – 34,128 (from 1st April 2019)
Reports to:	ALDC Development Officer
Co-ordination with:	London Region Campaigns Team
Location	London
Hours	Full time (40 hours per week), of which a significant amount of evening and weekend work will be required, including attendance at some Party and ALDC conferences

Purpose

To drive growth in Liberal Democrat activity across London, with particular focus on groups with few or no elected councillors, so that more Councillors are elected in 2022 and to increase the number of councils we control.

The key measures of success will be the volume and quality of campaign activity, and election outcomes.

Main Responsibilities

To take the lead in supporting and growing London Campaign activity by:

- Reviewing campaign plans in each local party.
 - Where none yet exists, assist in establishing a plan so that every local party has at least one active target ward;
 - To ensure all existing plans are being implemented as effectively as possible;
 - To spot any opportunities for increasing activity.
- Lead the development of campaigners' skills across the Region:
 - Spot training needs and advise the Regional Campaign Team to ensure these needs are included in the Regional Training Plan;
 - Provide local teams with guidance on where existing training events, including ALDC's Kickstart and Party Conference Training or resources such as online training can be accessed;
 - In co-operation with the Regional Campaigns Team, arrange training events.

- To deliver some of the training and learning opportunities, including the research and development of training materials
- To support campaign activity at local by-elections, plus any training opportunities arising at them;
- Find potential new campaigners and engage them.
- To advance our local literature capacity, quality and reach
 - Share party templates, including those produced for the Pathway Programme (Campaigns and Elections Department), from ALDC (for their members) plus good examples from other London parties and from further afield as widely as possible;
 - Build the confidence of local campaigners to adapt and use templates;
 - Advance campaigners' messaging skills;
 - Encourage the coordination of messages and campaigns across local parties
- To liaise regularly with the London Assembly 2020 campaign team:
 - To ensure all available materials from the 2020 campaign are widely shared among our activists and to maximise their use;
 - Arrange and promote the uptake of bulk buy deals.

General

- To work within London Liberal Democrats and ALDC's agreed policies and procedures.
- To maintain safe working practices at all times and to be alert to potential risks to others, taking any and all necessary action promptly to prevent health risks or potential injury.
- To attend staff meetings and conferences as required.
- To take advantage of staff development opportunities and periodic performance reviews in accordance with terms and conditions specified by ALDC and by the London Liberal Democrats.
- To assist in the day-to-day administrative duties as appropriate and to produce written reports as requested.
- To undertake other reasonable duties at the request of the line manager.

Person Specification

London Development Officer

Essential

- 1 Member of the Liberal Democrats (at the time of appointment and for the duration of employment).
- 3 Ability to create a positive and motivating climate for Liberal Democrat activists, including providing training and support.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills, including Microsoft Office and Serif PagePlus
- 6 Appreciation of mental and physical health risks to self and others and an understanding of the availability of appropriate help and support.
- 7 Ability to work without immediate supervision to deliver agreed objectives.
- 8 Able to work flexibly including weekends and evenings.

Desirable

- 1 Practical experience of successful Liberal Democrat campaigning for example as a candidate, agent or other key role.
- 2 Accredited Party Trainer.
- 3 Member of ALDC

Pete Dollimore
1st March 2019