

Job Description

London Development Officer

Post	London Development Officer
Grade	NJC scale 23 – 28 (Inner London) according to experience £31,434 – 34,128
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.