

Administrative and Constituency Manager

JOB SPECIFICATION

Job Title: Administrative and Constituency Manager

Responsible to: Tim Farron MP and the Westmorland, Furness and Eden Liberal Democrats

Salary: £25,000 pa

Hours: 37.5 per week

Tenure: Permanent

Location: Kendal, Cumbria

Closing date: 6pm on Friday, 2 September 2022

Purpose of job

This is a split role position with Tim Farron MP and the Westmorland, Furness and Eden Liberal Democrats to manage the busy constituency office in the centre of Kendal, co-ordinate work in and for the constituency, and support the work of the MP and local party and staff. To report regularly to the MP and the Local Party Executive and advise on such measures as are needed to ensure delivery to a high standard against agreed plans and targets.

Key Responsibilities

- Overall management of the Member's diary, ensuring that the diary is used as the most effectively tool to achieve specific objectives
- Responsible for monitoring of the budget, keeping the Member informed of financial matters and liaising with IPSA on Member's behalf
- Ensure a range of efficient secretarial and administrative support
- Manage the administration of the office, ensure accurate personnel records are kept
- Ensure the office is fully equipped on an ongoing basis
- Liaise with groups/personnel at Westminster, within the constituency and the general public on the Member's behalf as necessary
- Manage the process of recruitment and selection of staff
- Oversee the physical facilities of the office, including security, health and safety
- Assist the Constituency Campaigns Manager in the delivery of the campaign plan
- Oversee all fundraising work and co-ordinate the work of the Member in fundraising
- Assist the Constituency Campaigns Manager with the coordination of volunteers
- Monitor all data protection and health and safety issues and recommend action where needed

- Ensure that records are kept and information managed confidentially and in line with the Data Protection Act and GDPR
- Undertake such training as required and recommended in order to develop and update the required skills
- Undertake any other such duties as the line manager may require to further effective communication, campaigning and organisation
- Some work will be required outside of normal office hours

Person Specification

The post holder will be hard working, flexible, highly organised, assertive, pragmatic and politically astute. They will be willing and able to support the MP and the local party administratively and logistically and be willing and able to work with both paid staff members and volunteers.

Essential experience / qualities

- Excellent verbal and written communication skills
- Strong attention to detail and highly developed organisational skills
- Awareness of local, regional and national political issues
- Ability to work under pressure and prioritise a demanding workload to meet deadlines
- Strong interpersonal skills and ability to take the lead as appropriate
- Have or gain working knowledge of standard administrative practises and computer packages
- Experience working in a busy office
- Driving licence and use of a car
- Sympathetic to the aims and objectives of the Liberal Democrats

Desired experience / qualities

- Experience monitoring or managing staff and budgets
- Experience working with volunteers and improving the volunteer experience
- Experience working in a political environment
- Knowledge of the constituency and local issues

APPLICATION PROCEDURE

Apply to Tina Perkins at tina@timfarron.co.uk with no more than 2-page CV and 1-page covering letter, stating specifically how your experience and skills match the job role.

Brief written exercises and interviews will be held at Tim Farron's constituency office on Friday, 9 September 2022. Start date will ideally be as soon as possible.

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.

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