

JOB TITLE - Constituency Organiser

JOB SPECIFICATION

Job Title:	Constituency Organiser
Reporting to:	St Ives Liberal Democrat Executive Committee
Salary:	£25,000 pro rata
Hours:	Part Time (18.5 hours per week)
Location:	Penzance, Cornwall

Purpose of job

The post-holder will work alongside the local party's existing part-time Organiser to enable us to build our campaign to win the General Election. This is an exciting opportunity to be part of the campaign team in one of the most winnable seats in the South-west.

Key Responsibilities

1. To develop the campaigning capacity of the St Ives Liberal Democrats.
2. To build an effective volunteer base throughout the constituency
3. To increase our monthly income and general campaigning funds.
4. To build our membership, specifically targeting a younger demographic.
5. Be responsible for communication with members, supporters and the public, via all relevant channels of on-line and print media.
6. Produce and manage delivery of campaign literature across the constituency.
7. Ensure the efficient recording, management and use of data.
8. To undertake such training as is recommended and provided to develop and update required skills.

9. Support councillors, candidates and campaigners to communicate and campaign effectively within the constituency.
10. Work in conjunction with the Federal Party and Cornwall Liberal Democrats, ensuring the local party can take advantage of relevant campaigning opportunities.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

1. Previous experience of working in a campaign role, whether in a political environment or otherwise.
2. Previous experience of working with volunteers.
3. Ability to communicate and liaise effectively with a wide variety of participants including candidates/councillors/local party Executive.
4. Ability to motivate and manage a team of people.
5. Ability to work unsupervised and prioritise a wide variety of tasks.
6. Ability to meet deadlines.
7. Ability to demonstrate understanding of and commitment to equality, diversity and inclusion.

Desirable Skills, Knowledge and Experience

1. Ability to produce effective political literature.
2. Ability to spot issues with campaigning potential.
3. Methodical approach to record keeping and database maintenance.
4. Day to day experience of managing an office.
5. Ability to deliver training.
6. Ability to manage and use databases and to disseminate communications to large segmented groups through various electronic media

APPLICATION PROCEDURE

Please note:

To apply, please send a letter of application and your CV to Marc Hadley at marchadley2@gmail.com with the subject 'Constituency Organiser'. For an informal discussion about the role, please call Marc Hadley on 07905 423602.

We are actively committed to equality, diversity and inclusion and will encourage and support applications from members of our diverse communities.

Closing date: Friday 26th August 2022