

Bury Liberal Democrats

Campaign Organiser (Part Time) Bury

**£20,000-£22,000 pa pro rata for
2.5 days a week (ie £10,000 - £11,000)**

We are a small, but enthusiastic team of Liberal Democrats who are keen to reverse two years of poor local election results, in particular with success in the 2014 local elections.

The purpose of the job is to plan, conduct and project manage campaigning for the Liberal Democrats in Bury.

For questions and further details please contact:

Tim Pickstone, Group Leader

timpickstone@gmail.com

07976 831 686

Closing date: 30th November 2012

APPLICATION PROCEDURE:

Applications are in writing, by email to Tim Pickstone timpickstone@gmail.com. Please include a short CV. In your letter please address each point in the Person Specification.

Please give details of two referees who we can contact. If you are a Liberal Democrat then at least one of these should be someone within the Party.

Job description

The title of the post is Campaign Organiser with a salary in the range £20,000 to £22,000 pro-rate for a 2.5 day a week job. The post is based at your home, and the normal working hours will be 17.5 hours per week including regular weekly work which is in the evenings and at weekends. This will be a fixed term Contract to end of June 2014 with an annual leave entitlement of 25 days and a notice period of 2 months. There will be a 6 month probationary review.

The purpose of the job is to plan; conduct and project manage campaigning for Bury Liberal Democrats. The post holder will report to the Group Leader – Tim Pickstone.

Main tasks

1. To oversee the development, updating and delivery of the annual constituency campaign plan.
 - Assist in the design and development of the campaign plan
 - Implement and deliver the strategic plan to ensure successful elections in 2014 and beyond
 - Attend and advise the executive, campaign team(s) and any other groups on campaign strategy
 - Organise and manage all election campaigns within Bury.
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2. To ensure the continual development and improvement of organisational capacity in order to achieve the constituency campaign plan.
 - Recruit, retain, organise and motivate volunteers to work year

- Develop and update the local party's campaigning skills including making best use of social networking and e-campaigning
 - to assist Wards with membership development, organisational, campaigning and literature support.
 - Maintain and develop the local party's website and encourage the use of electronic communications, data gathering (Connect), etc.
4. To oversee the organisation, printing and delivery of publicity material.
- To oversee the artworking of local party and other literature as necessary and making effective use of literature templates supplied by the Department for Elections & Skills and ALDC.
 - Maintain, monitor and adhere to an agreed literature timetable
6. To ensure regular contact between the local media and the PPC / Council Group; to provide and circulate media releases and briefings on behalf of and with the approval of the PPC.
8. To undertake such training as is recommended and provided through the management in order to develop and update required skills
9. To undertake such other duties as the Group Leader may require to further effective communication, campaigning and organisation in the constituency.
- Attend meetings of the campaign team group as required
 - Attend all meetings of the Local Party executive
 - Attend training or party conferences (federal and regional)
10. Act as Agent if required to do so by the Local Party executive
- Advise on campaign budgets, bearing in mind legal election expense limits and PPERA
 - Maintain records of all expenditure incurred in the performance of duties

Person Specification

Essential

- Sympathy with Liberal Democrat values and a desire to promote the work of the party.
- Ability to produce Liberal Democrat campaign literature
- Ability to work with and encourage volunteers
- Ability to work with data and databases
- A high level of literacy and numeracy
- Ability to work unsupervised and prioritise a wide variety of tasks.
- Ability to manage and motivate a team of people.
- Able to travel efficiently around the local area

Desirable

- Experience of Liberal Democrat campaigning
- Experience of using PagePlus
- Experience of using Connect
- Experience of working with websites and social media.