

JOB DESCRIPTION

JOB SPECIFICATION

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| Job Title: | Administrative Officer (East of England) |
| Responsible to: | Regional Secretary |
| Salary: | £18,000 - £24,000 per annum (FTE 37.5 hours per week) dependent on experience. |
| Benefit: | |
| Tenure: | Fixed to end-May 2021 |
| Hours: | 2- 2.5 days p/w |
| Location: | TBC, May suit those wishing to work primarily from home with good internet access. |

Purpose of job

East of England Region Liberal Democrats seek a part-time administrator to assist the regional officers in running the organisation with a view to ensuring compliance with relevant party requirements and the regulation of political parties.

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Key Responsibilities

The successful candidate will be responsible for

1. Assisting the Regional Chair with administrative support as may be required.
2. Assisting the Regional Treasurer in their work, including
 - maintaining financial records, preparing invoices as required and liaising with the Editor of the local party newsletter service in administering and invoicing for that service.
 - administrative support as required to keep banks, PayPal and other financial institutions with which East of England region has a relationship up to date on changes to the regional management committee and signatories.
3. Assisting the Regional Secretary with correspondence and with obtaining and keeping updated records of
 - office-holders and key contacts in Parliament, HQ, local parties, council groups, county co-ordinating committees and any other party bodies as may be required,
 - minutes of meetings of regional committees, subcommittees and working groups,
 - constitutions and minutes of AGMs of local parties and other party bodies in the region, as required by the Constitution.
4. Assisting the Regional Management Committee with administrative support.

- In particular providing administrative support to the conference committee chair and secretary (normally the Regional Secretary) in the organisation of the annual AGM/ Regional Conference.

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PERSON SPECIFICATION

We are looking for a highly organised and numerate person with good interpersonal, and written skills.

You will be able to quickly establish close working relationships with the Regional Executive Officers as well as have the ability to communicate effectively both up and down the party organisation structure to ensure good internal communications between the Regional Party and other party bodies.

You will also be working as part of a small team of other regional staff to develop a transparent and coherent regional structure.

This role will suit someone who enjoys attention to detail, as well as the ability to work primarily unsupervised in identifying routine requirements and then carry them out.

We encourage job sharing and will consider alternative working arrangements.

Essential Skills and Experience

1. Excellent organisational and planning skills
2. Strong numeracy and written skills.
3. The ability or willingness to develop knowledge of the various platforms used by the party both to record and communicate including Connect, Prater Raines and Lighthouse.
4. Sympathy with the aims and values of the Liberal Democrats

Desirable Skills and Experience

1. The ability to communicate sympathetically both verbally and in writing with the wider membership.

We will be reviewing applications as they come in and reserve the right to appoint prior to the closing date

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.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.

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time to change

let's end mental health discrimination

The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work."