

JOB DESCRIPTION

JOB SPECIFICATION

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| Job Title: | Regional Field Organiser (East of England) |
| Responsible to: | Regional Secretary |
| Salary: | £18,000 - £24,000 per annum (FTE) |
| Tenure: | Fixed to end-May 2021 |
| Hours: | 2- 2.5 days p/w (salary pro-rata) |
| Location: | Flexible within the region; with travel |
| Closing date: | Friday 24 th April 2020 |

Purpose of job

To work with regional party officers and staff to support local parties, county coordinating committees and other party bodies including Federal, HQ, English Party and in order to build the organisation's effectiveness and capacity in the region. Hours flexible and salary negotiable but we envisage at least two days a week average will be required and the ability and willingness to flex upwards during periods of critical activity.

Key Responsibilities

The role will involve working with local parties, county co-ordinating committees and grassroots members of all ages across Eastern Region to:

1. Identify how individual members may contribute to the organisation's effectiveness and capacity.
2. Build confidence and team cohesion.
3. Train and spread good practice, passing on knowhow in all aspects of running the party organisation and of political campaigning.
4. Generally build the party's grassroots teams, capacity and cohesion in the region.

PERSON SPECIFICATION

The successful candidate will have good interpersonal skills, experience, knowledge and understanding of campaigning and a willingness to investigate, acquire and pass on new campaign methods. Desktop publishing skills, preferably including familiarity with the PagePlus program, are desirable.

We are looking for a potentially seasoned campaigner with the desire to pass on and develop similar skills at local and county level across the region. The ability to inform

and thus instil confidence in local activists to build a sustainable team in their own area will be key.

A full driving licence is highly desirable, as the role will involve travel across this large region.

Essential Skills and Experience

1. Campaign management experience
2. Excellent organisational and planning skills
3. Strong verbal and written communication skills
4. A clear understanding of how to engage with members and voters
5. Confidence with data, CRM, graphic design and digital campaign tools
6. Experience working with volunteers
7. A full clean driving licence and access to a vehicle
8. Sympathy with the aims and values of the Liberal Democrats

Desirable Skills and Experience

1. Strong political messaging, graphic design in the political context
2. The ability to inspire and develop the skills of volunteers and staff
3. Experience of fundraising
4. Experience of using Nationbuilder, Lib Dem Connect and Page Plus
5. Experience of delivering training, coaching and mentoring

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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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."