

Teignbridge

Liberal Democrats

Application Pack

Organiser, Teignbridge (temporary)

Thank you for your interest in the post of organiser for Teignbridge Liberal Democrats.

This is a new temporary post for the 2019 local elections. Starting early in February, the employment will last 3 months. Following the local elections on 2nd May there will be some working days to complete the election expense returns.

These elections are an exciting opportunity for the Liberal Democrats in Teignbridge. The Conservative administration is tired and ripe for defeat. The Liberal Democrats have won six out of the last seven by elections held here.

The role is to act as both the organiser for the campaign and to be the legal election agent for Liberal Democrat candidates in Teignbridge.

The post is part-time, 3 days / 21 hours a week.

We are looking for an experienced Liberal Democrat campaigner who will be able to help us provide first class support and resources to help Liberal Democrats campaign and win. Training is available for some parts of the role, including being the election agent.

The Teignbridge campaign is supported by ALDC, as part of a national agreement on the 2019 elections. The postholder will receive strategic direction and support from ALDC's Field and Development Team Manager, Richard Cole.

This is a job based in Teignbridge, although we are flexible about a proportion of the role being home based elsewhere. The role is managed by the Lib Dem Group Leader on Teignbridge, Cllr Gordon Hook.

A Job Description and a Person Specification are included in this pack. We welcome applications from all Lib Dems and will consider an appropriate adjustments to the role required for the right candidate.

The post is paid pro-rata for a full time equivalent of £18-20,000, dependent on experience.

How to Apply

Applications should be in writing to Richard Cole. Please send this by email to richard.cole@aldc.org.

Please write explaining why you wish to be considered for the post and address key points from the person specification. Please also enclose a short Curriculum Vitae which should include at least two referees – one of whom should be your current or most recent employer. We may contact your referees before your interview unless you tell us otherwise.

The deadline for applications is 5pm on Friday 18th January.

Applicants shortlisted for interview will be asked to attend an interview in Newton Abbott on the 23rd January. Interviews will not be conducted on any other days.

The applicant must be able to start the role early in February.

If you have queries about the job or the recruitment process please do not hesitate to contact Gordon Hook on 07779 224467 or Richard Cole on 07896 173323.

Job Description

Organiser, Teignbridge (temporary)

Post	Organiser and agent (temporary)
Remuneration	£18,000-£20,000pa pro rata
Reports to:	Cllr Gordon Hook
Co-ordination with:	ALDC Development and Field Team Manager
Location	Teignbridge (some home working may be possible)
Hours	21 hours per week including a significant amount of evening and weekend work, including attendance at Party and ALDC conferences

Purpose

To support and enable Teignbridge Liberal Democrats to fight the 2019 Teignbridge local elections, including acting as the legal agent for Lib Dem candidates for Teignbridge.

The target for this election is a substantial increase in the number of Liberal Democrat councillors in Teignbridge and for the Liberal Democrats to take overall control of the council.

The post reports to the council group leader but will be supported, and overseen, by ALDC's Field and Development Manager.

Main Responsibilities

- To act as the legal agent for Teignbridge Liberal Democrat candidates, including ensuring candidates are nominated properly and in time, legal deadlines during the campaign are met, the campaign meets all compliance requirements and for completing and submitting all expenses returns.
- To liaise with ALDC and, if appropriate, the Liberal Democrats Federal Compliance Team, in completion of agenting duties, and to undertake any necessary training.
- To be the campaign organiser for the Teignbridge campaign, ensuring that the campaign plan is delivered effectively, on time and to budget. Specifically to:

- Co-ordinator the artworking, printing and distribution of literature, including doing significant amounts of artwork yourself.
 - Work close with the data officer to ensure data in Connect is kept up to data, and to provide lists and VPBs for canvassing and GOTV.
 - Co-ordinate online activity and advertising, in conjunction with the PPC.
 - Help set up the canvassing programme and action days.
 - Plan postal vote and polling day GOTV operations.
 - Report on progress and expenditure.
- To help new Liberal Democrat candidates develop the skills and motivation to campaign effectively and to be part of the campaign through attendance at training and meetings.
 - Help develop and maintain a team of volunteers to support our candidates and campaigns.
 - Ensuring good communications and relationships with key stakeholders – including the PPC, councillors, candidates, local party officers and volunteers.
 - To be a part of the Liberal Democrat campaign team in Teignbridge, including contributing to canvassing and leaflet deliver as time allows.

General

- To work with and to take direction from ALDC's Field and Development Manager, who will provide strategic guidance, advice, templates and other material.
- To attend training as required.
- To undertake other reasonable duties at the request of the line manager.

Person Specification

Organiser, Teignbridge (temporary)

Essential

- 1 Member of the Liberal Democrats (at the time of appointment and for the duration of employment).
- 2 Knowledge and understanding of Liberal Democrat local campaigning demonstrated by significant involvement in campaigning at a local level.
- 3 Ability to work with Liberal Democrat activists, including motivating and organising volunteers.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills, including ability to work DTP packages, especially Serif Pageplus.
- 6 Ability to produce artwork using templates.
- 7 An understanding of the Liberal Democrat's Connect system.
- 8 Ability to work as part of a team and to organise your own work.
- 9 Able to work weekends and evenings.

Desirable

- 1 Experience as an election agent.
- 2 Experienced user of Connect, including on polling day.
- 3 Full Driving Licence.