

## **East Midlands Liberal Democrats**

### **Job Title: Part-Time (25hours) Regional Administrator**

#### **Line Management:**

The post holder will be line managed by a member of ALDC staff in terms of day-to-day responsibility and management.

#### **Working Hours:**

This role is part-time at 25 hours per week. It will involve some limited evening and weekend working.

**Location:** Some remote working where feasible. Flexibility to travel across the East Midlands.

#### **Salary:**

£24,000 - £26,000 pro rata dependent on experience.

#### **Benefits:**

8% Pension contribution.

#### **Length of Contract:**

1 year, with extension to permanent subject to annual review.

#### **Job Description:**

The post holder will require excellent administration, teamwork, and office skills. Key aspects of this role will be to:

1. Be a point of Contact for the Region.
2. Provide support for Campaign Staff.
3. Provide support for the Regional Executive Officer Team.
4. Provide support for Conferences & Events.
5. Be responsible for Regional communications, including email, social media, website etc.
6. Be responsible for record & document keeping.
7. Provide organisational support.
8. Be the first port of call for the Press.

In particular, the role is likely to call upon the post holder to:

- Provide support for Campaign staff in the Region.
- Be the first point of contact, the person who answers a regional phone number, the generic regional email address and incoming post.
- Maintain, administer and where necessary review and make suggestions for improvement for the Region's digital platforms: regional website, social media channels etc. Keep them up to date, ideally with regional content else with national content.

- Administer the regional Zoom accounts – this will involve scheduling and starting all meetings.
- Understand the region's structure and team in order to direct queries to the relevant staff member, regional officer, or committee to deal with.
- Work with Regional Candidates' Committee Chair to maintain lists of selected and approved candidates and presenting appropriate info internally. Also, to public and press where appropriate.
- Create and Publish a digital members' handbook explaining how the party works and how to get in touch with local Lib Dems that can be sent with a welcome message in the name of a regional officer to all new members soon after they join.
- Organizing, with the Conference Chair, the regional conferences, and other such events like Leadership Hustings: assessing venues, preparing conference publicity and program materials, dealing with conference registrations.
- Keeping records of Local Parties in the Region such as LP constitutions and copies of AGM reports including annual accounts such that the region may be aware of Local Parties that seem to be heading toward financial or constitutional difficulties etc.
- Maintaining liaison with regional officers or “task & finish groups” as to subcommittee work and membership so work can be appropriately supported (e.g. minute taking if required) and communicated to the executive/members.
- Organising ongoing member communications from the regional party to ensure all members are communicated with regularly and appropriately, so that they can be aware of events locally and in neighbouring areas whether social, fundraising, campaigning, strategic seats/councils etc. via a regular all member email with news campaign's opinion and events listings.
- Other tasks and responsibilities as may from time to time be determined by the postholder's line management.