

East Midlands Liberal Democrats

Job Title: Part-Time (25hours) Campaign Support Officer

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:

It will require the post holder to be proactive in identifying the needs of local parties and then actively working with the Regional Campaigns Manager build and implement a plan to meet those parties' needs.

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

- Work with the Regional Campaigns Manager to meet the objectives of the regional development plan.
- Work with the Regional Campaigns Manager to provide a Basic level training to dovetail with Campaign Manager and build towards Regional Objectives as agreed with Campaign Manager and Regional Executive.
- Working to facilitate Diversity & Inclusion alongside the Campaign Manager and with the Region's Diversity Officer.
- Work with the Regional Campaign manager to agree a group of local parties / campaign teams to work with. Part of this will be assisting them to draw up a realistic and achievable development plan until 2023 which will include setting targets for campaign priorities, membership recruitment, candidate identification etc which local parties can use to monitor their own performance.
- Along with the Regional Campaign Manager provided support and training so that Local Parties can build their Campaigning capabilities. This is to be done in accordance with the varied local training needs identified by individual Local Parties. • Along with

the Regional Campaign Manager help local parties identify target wards for 2023(or earlier where applicable)

- Assist in the Identifying of training needs and deliver bespoke training to local party members in the nuts and bolts of fighting campaigns. This may sometimes involve bringing in expertise from the National Party, ALDC and experienced volunteers within the Region.

To include, amongst other things:

- Campaign Organisation.
- Messaging.
- Art working literature.
- Use voter contact data base (Connect).
- Canvassing (doorstep and phone) and then analysing canvass data.
- Recruiting Members, Supporters, Deliverers and Candidates.
- Running a Polling Day Operation.
- Running a poster campaign.
- Social Media campaigning.
- Provide hands on practical help in terms of sharing best practice, providing (but not producing) template literature etc.
- Be available on the end of the phone for quick queries and be able to point people in the right direction for more detailed support.
- Art working support by skilling local parties to be able to produce artwork themselves.
- By-election planning – Work with the Campaign manager to ensure that all local parties make the best use of local council by-elections to develop campaign expertise and to build their infrastructure and maximise our support.
- Attending and providing update reports to all regional executive meetings so progress can be monitored.
- Other tasks and responsibilities as may from time to time be determined by the postholder's line management.