

**Job Title:** Skipton and Ripon Constituency Organiser

**Responsible to:** Campaigns manager (for line management), Constituency exec for campaign direction

**Salary range:** £25,000 to £29,000 (pro-rata if part-time)

**Hours:** 3 days per week or Full time considered (see below)

**Tenure:** Fixed-term to May 31 2027, the ambition is for the job to become permanent if election results are successful.

**Location:** Hybrid working between home and office

**Closing Date:** Thursday 5pm, 12th March

### **Purpose of the job**

Skipton & Ripon Liberal Democrats are seeking an enthusiastic and self-motivated person who can manage a team of volunteers and build campaigning capacity in the constituency.

This is a fantastic opportunity to lead the work, building on our recent success in the Skipton & Ripon constituency, to deliver campaigning activity. This will build the infrastructure and organisation necessary to elect Skipton and Ripon Liberal Democrat councillors in the constituency at the next local elections and prepare the ground to elect an MP at the next general election.

### **Job Description:**

- Take overall responsibility for delivering the agreed constituency campaign plan, as agreed between the constituency executive and Campaigns Manager.

- Build campaigning and organisational capacity – including recruiting members, donors, deliverers, clerical helpers and poster sites.
- Build and update Skipton and Ripon Lib Democrats' social media, website and other digital infrastructure. Adopt the latest technology and trends in social media to improve our online campaigning.
- Design and deliver an ongoing programme of doorstep communication with voters.
- Manage the production of campaign literature and coordination of the delivery of this literature.
- Maintain and update relevant party databases e.g. deliverers, donors, poster sites etc.
- Liaise with the constituency treasurer to budget and account for campaign expenses.
- Organise local party events (e.g. action days, social events, etc.)
- Support fundraising and assist with fundraising campaigns and events as required.
- Attend relevant conferences, training and other meetings as required.

### **Person Specification:**

The following criteria are considered essential:

- Exceptional personal organisation.
- Ability to multi-task.
- Ability to handle competing priorities and work deadlines
- Strong communication and interpersonal skills.
- Ability to lead, mobilise and manage volunteers.
- Excellent written communication skills with a high level of accuracy and attention to detail.
- Ability to work independently with limited supervision, self-motivating and able to manage own workload and work with a number of stakeholders.
- Familiarity with current issues within UK politics and sympathy with the values and principles of the Liberal Democrats.
- Good computer literacy, Microsoft office, email and data systems.
- Self-development to learn new skills over time.
- Full UK driving licence and access to a vehicle.

The following criteria are considered highly desirable:

- Experience of delivering effective Liberal Democrat campaigns.
- Experience of Liberal Democrat software and databases (e.g. Affinity Publisher and Connect)

**Starting date: ASAP.**

### **Application Details**

To apply for this role, please submit your CV with a covering letter outlining your reasons for applying and detailing your relevant skills to Rob Jacques at [rob.jacques@libdems.org.uk](mailto:rob.jacques@libdems.org.uk) If you would like an informal conversation about the role, please arrange a phone call by contacting Rob at this email address.

This role is available on either a three days per week or five days per week basis. While we anticipate that the role is most likely to be offered on a three-day basis, we are open to discussion depending on the candidate's experience and availability.

Applicants are invited to indicate in their application whether they are seeking a three-day or five-day working week, and which arrangement would work best for them.

Working days and specific hours can be agreed with the successful candidate.

**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.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.