

Job Description, Admin Officer

Post	Development Officer
Grade	
Reports to:	Regional Executive through Regional Chair
Line management responsibility for:	
Location	Subject to further discussion
Hours	7 hours per week including attendance at Regional conferences

Purpose

To support Local Parties, Council Groups and members to run their parts of the Liberal Democrats in an efficient and effective way through the collection and dissemination of relevant and timely information. To help organise Regional Conferences, support the organisation of training and support for elections and by-elections and be a point of contact for members.

Main Responsibilities

- To collect, hold and disseminate relevant and timely information, specifically knowledge of local party and council group officers. Also, to make sure PPERA returns are sent in to HQ in a timely and accurate manner.
- To assist in the organisation of Regional Conferences and other events.
- To assist with the approval and selection of PPC candidates.
- To encourage attendance by members at conferences, training events and by-elections.
- To act as a point of contact for members looking for advice.
- To give support in the organisation of Regional elections and advice for Local Parties on running their AGMs.
- To ensure that information on the Regional Website is accurate and up to date.

General

- To work within the organisation's agreed policies and procedures.
- To attend staff meetings and conferences as required.

- To take advantage of staff development opportunities and periodic performance reviews in accordance with terms and conditions specified by the Region.
- To assist in the day-to-day administrative duties as appropriate and to produce written reports as requested.
- To undertake other reasonable duties at the request of the line manager

Person Specification, Admin Officer

Essential

- 1 Member of the Liberal Democrats.
- 2 Knowledge and understanding of Liberal Democrat local campaigning.
- 3 Ability to work with Liberal Democrat officers and members and to signpost them to the appropriate resources/answers to questions.
- 4 Good communication skills, both written and verbal and the ability to work as part of a team and to organise your own work.
- 5 Good IT skills, including being able to use Microsoft Word, Excel, Powerpoint including ability to update the website. Also the ability to update Regional calendar and teleconferencing.
- 6 Good interpersonal skills and an ability to listen and work with and support members of the Region..

Desirable

- 1 Member of ALDC and experience of being a Lib Dem councillor.