



# Application Pack

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## Regional Development Officer

Thank you for your interest in the post of Regional Development Officer for South Central.

This post is part-funded by the English Liberal Democrats, and currently managed on behalf of South Central Region by the Association of Liberal Democrat Councillors (ALDC).

South Central is an area of growing Liberal Democrat strength. The region has 12 MPs, well over 400 councillors and we are in administration of 11 councils. The forthcoming 2025 elections will provide excellent opportunities for us to continue this success story and to take control of more councils

Alongside supporting political growth in the region, there is a specific emphasis for this postholder to increase the diversity of our candidates and activists so we look like the communities we wish to represent, and to engage with the full diversity of the communities we represent.

As Regional Development Officer you will be responsible for helping boost Liberal Democrat activity across the region, especially in the forthcoming elections.

The post is 5 days per week and you will be a combination of home based and in the field. Where needed you will be required to work at evening and weekend events depending on the needs of local parties. From time to time attendance at events outside the region, including ALDC events and key by-elections, will be required. Travel expenses will be repaid following the ALDC travel policy.

A Job Description and a Person Specification are included in this pack.

The post is a permanent position and will be paid at the rate of £28,000 to £32,000 p.a. (depending on experience) for 5 days per week from a start date to be mutually agreed.

**Please note:** whilst we are initially looking for one person we are willing to consider PT job share for the right candidate/s and the salary will be adjusted accordingly.

We also contribute an additional 8% of your pay to your pension scheme (after 3 months in employment).

### How to Apply

Applications should be in writing to Catherine Bearder, Chair, South Central Region. Please send this by email to [catherine@bearder.eu](mailto:catherine@bearder.eu)

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. We always take up references prior to employment for successful applicants. Please also complete the monitoring form. Finally, it would helpful if you would let us know, if appointed, your earliest practical start date.

The deadline for applications is 5pm on Wednesday 18th September

Applicants shortlisted for interview will be expected to make themselves available to attend an interview at the Winchester Liberal Democrat office (tbc); provisionally on **1st October**

#### Further Information

Further information about the role can be obtained from Catherine Bearder. Please send this by email to [catherine@bearder.eu](mailto:catherine@bearder.eu)

## Job Description

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Regional Development Officer

Post	Regional Development Officer
Grade	£28,000 to £32,000 p.a. (depending on experience)
Reports to:	South Central Chair
Coordination with:	South Central Region Treasurer
Location	Home-based/In the field
Hours	<p>Full Time (37 hours/5 days per week, flexibly by agreement), of which a significant amount of evening and weekend work will be required, including attendance at some Party and ALDC conferences.</p> <p>Please note: we are willing to consider a PT job share or 4 days a week for the right candidate/s and the salary will be adjusted accordingly.</p>

### Purpose

The overarching purpose is to drive better engagement with the full diversity of we have hitherto not reached. Diversity in this case covering all protected characteristics and socio-economic groups we have not represented well so far.

To support local party election campaign teams in areas specified by Region.

### Main Responsibilities

To support and assist our local campaign teams to develop their skills and campaigning, and to win elections, by:

- Technical - helping campaigners with Connect, Lighthouse and other systems/platforms both personally and directing them to relevant help within the Party;
- Literature - helping campaigners with content, style and online composition;
- Attending local training events, actively promoting local campaigners participating online and ALDC Kickstart training events.

To work and co-ordinate activity with the Campaigns and Elections Campaign Manager and the ALDC Development officer working within the Region.

#### General

- To work within South Central Liberal Democrats and ALDC's agreed policies and procedures.
- To maintain safe working practices at all times and to be alert to potential risks to others, taking any and all necessary action promptly to prevent health risks or potential injury.
- 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 ALDC and by South Central Liberal Democrats.
- 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

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## Regional Development Officer

### Essential

1. Member of the Liberal Democrats (at the time of appointment and for the duration of employment).
2. Ability to create a positive, welcoming and motivating climate for potential Liberal Democrat candidates and activists, from across the spectrum of our region's diverse makeup, whether or not they are currently party members.
3. An understanding of the need to build a more diverse party at all levels and to work with national, regional and local party diversity representatives to establish a more diverse Party.
4. Good written and verbal communication skills
5. Good IT skills, and the ability to learn new systems quickly.
6. The ability to work with, and motivate, volunteers and teams.
7. Ability to work without immediate supervision to deliver agreed objectives.
8. Able to work flexibly, including weekends and evenings.

### Desirable

1. Practical experience of successful Liberal Democrat campaigning for example as a candidate, agent or other key role.
2. Experience of strategic planning of campaigns.
3. An understanding of the structures and functions of local Government in South Central Region.
4. Experience of training.
5. Experience of communications work including press, copywriting or other persuasive writing.
6. Familiarity with Connect and Lighthouse.
7. Member of ALDC.