

Communications Officer

Thank you for your interest in the post of Communications Officer with ALDC.

Following the receipt of new income from the Joseph Rowntree Reform Trust Ltd, and after an internal reorganisation we are currently looking for new posts to add to the team.

This includes a new post based in Hebden Bridge for a Communications Officer who will lead the development of our communications, particularly online and social media, as well as taking forward our councillors' website platform "myCouncillor".

A Job Description, a Person Specification are included below, together with some background information about working for ALDC.

Applications should be in writing to the Chief Executive Tim Pickstone. Please send this by email to tim.pickstone@aldc.org. 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 three referees – one of whom should be your current or last employer and at least one should be a Liberal Democrat.

Background

The Association of Liberal Democrat Councillors (ALDC) is the membership organisation for Liberal Democrat councillors in Great Britain. With a membership of almost 3,000, and a turnover of £450,000 we are by far the largest Specified Associated Organisation (SAO) of the Liberal Democrats.

ALDC aims to help Liberal Democrats win local elections, and then to support Liberal Democrat councillors in their role.

We are based in Hebden Bridge in West Yorkshire. When we have completed our current round of recruitment the team will consist of 5 full time and 5 part time staff.

Terms and Conditions

The Communications Officer post will be based at our offices at Hebden Bridge in West Yorkshire. Hebden Bridge has frequent trains to Leeds, Bradford, Preston and Manchester and connections further afield. By car it is about 25 minutes from the nearest junction on the M62.

ALDC staff are paid on local government scales and staff receive an annual pay point increment (within their scale) as well as a cost of living increase in most years. We also contribute 8% of your salary to a pension scheme of your choice, after successful completion of a six month probationary period.

Working hours are 9.15am – 5.15pm. With the Development Officer posts we expect a significant amount of evening and weekend work. All staff are expected to attend Liberal

Democrat Conference and major ALDC events, though with part time staff some sharing of this role is arranged.

ALDC pays staff expenses for travel, accommodation and subsistence outside the normal working environment and we are keen to ensure our staff have access to training and development opportunities.

Full time staff are entitled to 25 days annual leave a year plus bank holidays, and a pro-rata entitlement is available to part time staff. As a councillors organisation many of our staff are councillors, and we are able to offer a degree of flexibility to allow staff to undertake their public duties which includes a small amount of paid time off for public duties.

Recruitment Timetable

13 January 2012 Advert in Lib Dem News and by email to ALDC members and all other Councillors

6 February 2012 9.00am deadline for applications

15 February 2012 Interviews (city centre Manchester)

Further Information

Further information about ALDC and the work of ALDC is available on our website www.aldc.org

If you have queries about the jobs or the recruitment process please do not hesitate to contact ALDC's Chief Executive Tim Pickstone tim.pickstone@aldc.org or by phone on 01422 843 785.

Job Description, Communications Officer

Post	Communications Officer
Grade	SO1-SO2 28-32
Reports to:	Senior Political Officer
Line management responsibility for:	
Location	The Association's Headquarters in Hebden Bridge
Hours	35 hours per week including some evening and weekend work, including attendance at Party and ALDC conferences

Purpose

- A To coordinate ALDC's communications to its members and to an external audience
- B To help ALDC's members communicate effectively, in particular online and using social media

Main Responsibilities

- To organise ALDC's regular communications with its members, including members' emails and the members' magazine.
- To ensure ALDC's website meets the needs of the organisation and is kept up to date through planning and commissioning content and working with external contractors as appropriate.
- To ensure ALDC makes best use of online communications and social media to communicate with its members and externally.
- To ensure the weekly reporting of local authority by-election results, and their publication online and elsewhere.
- To manage the MyCouncillor website platform, and help and support ALDC members use their websites and use other online communications.
- To provide cover and backup to colleagues within the ALDC team, in particular to the Campaigns Officer.

Shared Responsibilities (with the rest of the political team)

- To provide quality advice and information to ALDC members and others as appropriate, and to ensure that the advice is recorded as appropriate.
- To research and write advice and information resources such as factsheets and other guidance.
- To deliver training and learning opportunities to Liberal Democrat councillors and campaigners, including the research and development of training materials.
- To ensure the delivery of an agreed programme of events and ALDC attendance at events throughout the year.
- To represent ALDC as agreed by the Chief Executive.

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 Association.
- 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, Communications Officer

Essential

- 1 Member of the Liberal Democrats.
- 2 Knowledge and understanding of Liberal Democrat local campaigning demonstrated by significant involvement in campaigning at a local level.
- 3 Knowledge and experience of working with online communications and social media.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills, including ability to work with websites and DTP packages.
- 6 Ability to work as part of a team and to organise your own work.
- 7 Able to work weekends and evenings.

Desirable

- 1 Member of ALDC
- 2 Experience of being a Liberal Democrat councillor.