

## Development Officer

Thank you for your interest in the post of Development 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.

We are looking to recruit two new part-time Development Officer posts to work on the ground to develop the capacity and success of Liberal Democrat activists outside of target parliamentary seat areas.

We're specifically looking to extend the on the ground support we can offer away from Hebden Bridge, so we are NOT looking for staff to work in the nearby regions of North West and Yorkshire and the Humber.

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](mailto: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 Development Officer posts will NOT be based in Hebden Bridge but will be based elsewhere in the country. We will be looking to arrange office bases in existing Liberal Democrat premises – e.g. a local or regional party office.

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](http://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](mailto:tim.pickstone@aldc.org) or by phone on 01422 843 785.

## Job Description, Development Officer

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|--|---|
| <b>Post</b>                                | <b>Development Officer</b>  |
| <b>Grade</b>                               | <b>SO1-SO2 28-32</b>  |
| <b>Reports to:</b>                         | <b>Senior Political Officer</b>   |
| <b>Line management responsibility for:</b> |   |
| <b>Location</b>                            | <b>Subject to further discussion</b>  |
| <b>Hours</b>                               | <b>21 hours per week including a significant amount of evening and weekend work, including attendance at Party and ALDC conferences</b> |

### Purpose

To support and develop Liberal Democrat activists at a local level, to enable them to campaign and win local elections.

### Main Responsibilities

- To provide guidance, support and training to Liberal Democrat activists in areas which have been identified as priorities for development which will help develop teams to have the capacity for longer term campaigning and electoral success.
- To help Liberal Democrat activists develop the skills and motivation to campaign effectively, and to promote the work of ALDC, through attendance at regional and local events, training and meetings.
- To provide cover and backup to colleagues within the ALDC team, in particular to other Development Officers.

### 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, Development 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 Ability to work with Liberal Democrat activists, including speaking in public, providing training and motivating teams.
- 4 Good communication skills, both written and verbal.
- 5 Good IT skills, including ability to work DTP packages.
- 6 Ability to work as part of a team and to organise your own work.
- 7 Able to work weekends and evenings.
- 8 Full Driving License

### **Desirable**

- 1 Member of ALDC
- 2 Experience of being a Liberal Democrat councillor
- 3 Accredited Party Trainer