**Position: Election, Campaign and Office Manager**

**Location: West Oxfordshire Conservative Association, Witney**

**Salary: Circa £32,000 pro rata plus pension – 24 hours a week, additional hours required during campaign time.**

**Closing Date: Monday 21 August 2017 Noon**

The Campaign Manager will be responsible for supporting the work of the Member of Parliament and building incumbency. This is both a campaigning and a management role which includes lots of hands-on, rural campaigning work. The role requires substantial flexibility and a can-do attitude as, even over short periods of time, political and campaigning priorities can develop and change rapidly.

It is ideally suited to an enthusiastic and ambitious on-the-ground campaigner with a strong desire to succeed. The candidate should enjoy a wide-ranging job role and it is important that successful applicants be self-starters. It is likely that the successful applicant will have some campaigning experience within the Conservative Party and in managing people.

 Working hours will, of necessity, need to be varied and flexible including weekends and evenings.

The varied role of a constituency-based Campaign Manager includes responsibility for the following:

Leadership/Management

* Managing permanent and part-time members of staff and volunteers during elections;
* Interviewing and helping to select candidates for local council elections. Recruiting new candidates, volunteers and members;
* Leading campaigns during elections – campaign planning;
* Over-seeing office social media outlets and website;

Financial Responsibility:

* Accountable for setting and adhering to office and election budgets;
* Organise and manage a comprehensive, significant and sustained programme of fundraising events, raising up to £20,000 at any one time;

Campaigning:

* Supporting the Member of Parliament, including developing an ongoing programme of incumbency activities;
* Delivering the West Oxfordshire Conservative Association Campaign Plan;
* Building up and expanding a volunteer delivery network;
* Agreeing voter contact targets - writing election material and newsletters to electors.
* Editing and drafting campaign literature copy outside of election campaigns and collating copy from Councillors and activists;
* Recruiting volunteers and building campaign teams;
* Training activists in campaigning and canvassing techniques;
* Maintaining and expanding a presence on multiple social media platforms;
* Promoting Conservative representatives in the local print media;
* Data collection for campaigning purposes;
* Ensuring our local government base is strengthened;
* Driving an on-going voter contact programme, including managing volunteer phone banks and door-to-door canvassing;
* Managing postal vote recruitment and Get Out The Vote campaigns;
* Organising high-profile political meetings and events;
* Executing Election Day operations including a full ‘get out the vote’ operation;

The ideal candidate must:

- Be well organised, professional and punctual.

- Have strong written and communication skills.

- Be operationally focused with a strong bias to action and an ability to take initiative.

- Have the ability to provide leadership and motivate colleagues and activists as a team.

- Have good problem solving and dispute handling skills.

- Be empathetic and sympathetic as well as having the ability to make difficult decisions under pressure.

- Have understanding of political situations and have some political and campaigning experience.

- Possess a full driving license and have access to a vehicle.

If you have the skills required to succeed in this role, please submit your CV and a covering letter to David McFarlane via office@witneyconservatives.com or by post to West Oxfordshire Conservative Association, Waterloo House, 58-60 High Street, Witney OX28 6HJ.

We welcome applications from all sections of the community. We value diversity and appoint on merit.

Closing Date:

21st August 2017 at Noon