JOB DESCRIPTION

**Date: 15 May 2023**

**Job Title:** Constituency Agent

**Closing Date: 10am on Tuesday 30 May 2023**

**Working for:** North Oxfordshire Conservative Association

Will evolve to include new partner Association of Bicester and Woodstock

**Reports to:** Association / Partnership Chairman

**Location:** North Oxfordshire
Face to face meetings essential in a volunteer driven organisation, some home working also possible

**Salary:** £26,000-£30,000 per annum negotiable, plus possible bonus

**Holiday Entitlement:** 25 days plus bank holidays.Holidays can’t be taken during prime campaign season.

**Please note this is a full-time position.**

**Full driving licence required.**

**Job Details:**

**Context:** This is an exciting time for this new position. The role will cover new constituencies driven by forthcoming boundary changes. This is an exciting role with a General Election in sight. One of the constituencies and Associations is new. Banbury and Bicester as political hubs of activity work closely together and the strength of this one-team culture must be encouraged and maintained as the new organisation evolves. The role must also welcome and create the right culture for the areas around Woodstock and Chipping Norton which will join this Partnership, to create the respective new Associations. This area has elections every year. So, it is ‘always on’, always focused and energised. Campaigning passion and dedication are required as this role is fundamental to winning elections.

**Qualifications required for post:** A levels or relevant experience.

**Experience / skills required for post:** Demonstrable political campaign experience; ability to work on own initiative with minimal supervision; problem solving skills; excellent communication skills; interpersonal skills with an ability to manage and bring to consensus multiple stakeholders; ability to negotiate, influence and motivate; high degree of IT knowledge; enthusiasm for digital campaigning and experience of running a website.

**Overall purpose of the post:** The post is responsible for supporting the work of the Constituency Partnership and Associations in furthering the aims of the local party, in particular returning two Conservative Members of Parliament and Conservative Councillors at all levels of Local Government. The Agent will administer the day to day running of the Constituency Office as well as electioneering campaigns throughout the year, supporting all candidates.

**Main Duties:**

* Running the Partnership Office of the two constituencies.
* Campaign strategy development and lead election campaigning for all levels of government across the two constituencies. Effective budget planning and control for overall campaign and individual candidates.
* Act as Election Agent, fulfilling the requirements of election law.
* Develop, promote and protect the party brand to ensure all messaging is ‘on-brand’ and upholds the Associations’ values and reputation.
* Produce election cross-media content in conjunction with Council Leaders, Candidates, and the Vice Charman (Political).
* Lead, develop, and coordinate constituency website and digital strategy. Support digital presence of Councillors and candidates where necessary.
* Input canvass returns and other electoral data to maintain an up to date marked register of electors.
* Facilitate voter contact operations, including on-the-street visibility and leaflet campaigns.
* Lead campaign operations and sessions throughout the year, leading up to election day support.
* Build relationships with local media and lead creation and placement of campaign stories, press releases and digital content across social channels.
* Assist in the production of peacetime campaign material and identify local opportunities for campaign topics and themes.
* Lead internal communication across local members to support creation of an Association culture that people enjoy and like being part of. Supported by newsletters and regular Association mailshots.
* Efficiently and effectively deal with enquiries from members, the public and the media.
* Coordinating and facilitating constituency social events and fundraising activities in conjunction with the Social Committee.
* Maintain membership lists and coordinate membership renewal and expansion with Deputy Chairman (Membership).
* Support the Treasurer in the preparation of the Association and Partnership Accounts.
* Act as Secretary to the Officers group, Executive Council, Annual General Meeting of the Associations and Partnership, respond to emails and telephone enquiries, organise meetings, minute taking, report writing and handling sensitive and confidential materials.
* Any other appropriate duty as directed.

**Personal characteristics and skills:** This is a high-profile role, requiring a self-starter who had strong inter-personal skills and organising ability. The role interacts with local volunteers, MP’s, Councillors, Party Central Office, members of the public and media. This requires flexibility and multi-tasking.

Confidence with IT is essential, knowledge of “InDesign” an asset.
There are evening meetings and weekend work, especially in Campaign season.

Please apply using CV and covering letter to the Constituency Chairman Cllr Phil Chapman.

Please send by email to office@northoxfordshireconservatives.com