

Role

Elections Coordinator

Description

To plan and coordinate the local party's election strategy and activities, to implement National party's *Target to Win* guidance, principles, and procedures, to help identify target wards, to promote relevant local activity between election periods, to coordinate local ward and Parliamentary candidate recruitment, to help facilitate relevant training for candidates and volunteers/activists, and to manage the actual campaign process during election periods.

The role will involve working closely with other officers, especially the Nomination Officers and Election Agents, as well as Membership Secretary, Events, Campaigns, Fundraising, and External Communications.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

Skills and capabilities

The role requires an organised and thorough person dedicated to the progress of the party and aiming for our electoral success within the *Target to Win* strategy. Ideally, they will have previous elections and campaigning experience and achievements, and have developed Regional/National links and contacts. The post-holder will be prepared to devote some considerable time towards supporting the identification and development of target wards. They will be proactive on the electoral preparation, and requires requiring a systematic and procedural approach, good people-skills, tenacity, attention to detail, and a strong knowledge of relevant legislation.