

Membership and Fundraising Officer

Salary: £26,500 to 28,000 pro-rata

Contract: This is a part-time position. It is a 3-day-a-week role. This a fixed term contract for 12 months, with hopes to make it permanent.

Closing date: 13th May 2026

Overview

The North East Liberal Democrats are employing a Membership and Fundraising Officer. We are seeking an enthusiastic individual to help increase our membership and fundraising potential.

Job description

Work with the North East regional party and the relevant local parties to:

1. Help our party reflect society

- a. Support local party officers in making use of diversity resources, diversity training, and relevant events to recruit members, activists, and candidates from all parts of the communities they serve
- b. Talent spot and encourage members from diverse backgrounds and under-represented groups, including younger people

2. Build capacity and grow the party

- a. build the membership of our local parties by supporting volunteer Membership Development Officers and other officers in recruiting, retaining, and renewing members and registered supporters.
- b. ensure all local parties have a membership recruitment and retention plan, that is adhered to
- c. deliver a standing order and fundraising campaign by the region to meet targets for additional income, as well as supporting local parties in their efforts to improve donation income
- d. ensure all local parties have an up to date fundraising plan
- e. help PPCs and key stakeholders work with and develop large donor programmes
- f. activate, motivate, and train existing members to use or grow their skills

to contribute to the many different ways they can help our party thrive

- g. support any principal authority elections and by-elections, in particular by supporting local parties in identifying a full slate of candidates and recruiting new members and volunteers through campaigning
- h. support local parties in delivering their up-to-date development plan and agreed headline electoral objectives
- i. build the number of e-mail and telephone sign-ups, supporting local parties engage regularly with voters and supporters to encourage membership growth

3. Share, encourage, and feed back good practice

- a. support a programme of basic in-person training running regularly across your region, covering basic campaign and recruitment skills, and ensure any requests for online training are communicated to the Federal Training Officer
- b. share examples of good practice with party officers and staff for dissemination elsewhere
- c. maximise the awareness and use of party resource/campaign packs and online training and the Campaign Hub
- d. report on development in the region to share good practice, motivate peer learning across the region, and inform key stakeholders including donors.
- e. attend and provide training at regional conference

4. Manage our data effectively

- a. Support party officers in ensuring accurate data is recorded in Lighthouse and Connect
- b. Support as many local parties as possible in buying and entering Marked Register data
- c. Support volunteers using Connect, Fleet, Lighthouse and Targeted Email

Person specification

Essential

1. Member of the Liberal Democrats (at the time of appointment and for the duration of employment) or evidence of commitment to the party's values.
2. Ability to create a positive, welcoming, and motivating climate for potential Liberal Democrat members, candidates and activists.

3. An understanding of the need to build a more diverse party at all levels and to work with national, regional and local party diversity officers to establish a more diverse party.
4. Good written and verbal communication skills, including attention to detail and setting realistic expectations.
5. Good IT skills and the ability to learn new systems quickly.
6. The ability to work with, and motivate, volunteers and teams.
7. Ability to work without immediate supervision to deliver agreed objectives to deadlines.
8. A willingness to work at some evenings and weekends, as agreed in advance with the line manager, to support volunteer activities taking place outside standard office hours.

Desirable

1. Practical experience of successful Liberal Democrat campaigning for example as a candidate, agent, organiser or other key role.
2. Experience of strategic planning of campaigns and managing complex interdependent deadlines with teams including volunteers.
3. Experience of working with young people and safeguarding responsibilities.
4. Experience of delivering training.
6. Familiarity with some or all of Connect, Lighthouse, Targeted Mail, and Fleet.
7. A full driving license and access to a vehicle.

How to apply

Please apply by sending a CV and covering letter to Rob Jacques. His email address is rob.jacques@libdems.org.uk

If you would like any more details, please contact Rob by email to arrange a phone conversation.