

JOB DESCRIPTION

Post: **Constituency Agent & Campaign Manager**

Report to: **The Chairman**

Responsible for: **Volunteers**

Office Organisation:

- To ensure that the Constituency Campaign Office is managed in an efficient and professional way.
- To manage the Association office and ensure that all tasks are correctly prioritised and dealt with efficiently and professionally.
- To ensure that the membership/elector database is maintained and that information is processed promptly.
- To manage, service and supervise the membership of the Association.
- To ensure that all correspondence into and out of the office is dealt with promptly and professionally.
- To ensure that visitors to the office and correspondence are dealt with in a professional and courteous manner.
- To build and cultivate volunteers to assist with administration.

Association Organisation:

- To have a clear understanding of the Association's rules and to ensure that Officers and members are fully briefed as appropriate.
- Administer arrangements for formal meetings in accordance with the constitution, take minutes and distribute as appropriate.
- To become an expert on the Vote Source program and app and use its facilities to support membership retention and growth and vote intentions.
- To support events organised by local branches and to lead on the organisation of Association events.
- To work with the Association Officers :-
 - In the production and implementation of a Business/Strategy Plan.
 - To sustain and build up the membership of the Association and to communicate with that membership on a regular basis.
 - Ensure all aspects of Membership administration are delivered accurately and on time
 - To ensure the creation and maintenance of a viable Branch structure throughout the Association.
 - To facilitate in-house or signpost to CCA appropriate training and development for Constituency Officers, Members and elected representatives.
 - To work with the Area Campaign Director in Area and National Projects.
- To undertake any other such tasks as may be agreed from time to time by the Executive Council.

Financial Organisation:

- To administer day to day expenditure according to the annual budget.
- To assist with the preparation of the Annual Budget and with the management of the Association's finances.
- To prepare monthly financial reports in association with the Honorary Treasurer.

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- To help initiate projects and implement a strategy to increase the fund-raising throughout the Association.
- To have a detailed and up-to-date knowledge of the requirements of the Political Parties Elections and Referendums Act.
- To ensure that all monies received by the Association are processed and recorded in the appropriate way.
- To ensure that appropriate financial controls are properly implemented.

Political Organisation:

- To be prepared for a General Election at any time.
- To have a detailed and up-to-date knowledge on all legislation relating to election law.
- To ensure that Conservative Candidates are nominated for all elections, according to the Party's rules.
- To work closely with the Conservative Member of Parliament and Conservative Members of the European Parliament.
- To work closely with the Conservative Council Group and undertake the necessary planning and preparation to work towards ensuring that the Conservatives maximise the number of councillors at the next local elections.
- To assist the Area Campaign Director with arranging the selection and adoption of the Prospective Parliamentary Candidate for the Constituency and as appropriate the selection and adoption of the Police and Crime Commissioner candidate.
- To work with the Regional Campaign Co-ordinator in helping with the selection of Prospective European Conservative Candidates as and when appropriate.
- To ensure that all selections for Parliamentary or Local Government seats are run according to the relevant rules.
- To undertake all the planning, preparation and delivery for the General Election Campaigns for the Constituency and to work closely with the Prospective Parliamentary Candidate to maximise the effective use of their time between adoption and the next General Election.
- To work with the Regional Campaign Co-ordinator in providing the necessary support to the Prospective European Parliamentary Candidates.
- To undertake all the necessary work to maximise the Conservative vote throughout the constituency for any other elections.

Communication:

- To maintain and improve the Conservative Party's contact and communication with the electorate throughout the constituency.
- To produce monthly e-shot newsletters to members.
- To produce seasonal In Touch newsletters for each councillor.
- To ensure the widest possible media coverage for the Conservative Party throughout the constituency.
- Update the Website on a regular basis
- Liaise with the Branch Chairmen and update the website for events
- Communicate with Westminster Office to support the MP in the Constituency

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Organogram

