

# Wrexham Conservative Association

Wrexham Conservative Association, Llwyn Onn Hall, Wrexham, LL13 0NY

Email: [Office@wrexhamconservatives.org.uk](mailto:Office@wrexhamconservatives.org.uk) Tel: 01978 353800



## Organising Secretary – Wrexham Conservative Association

Reporting to: Association Chairman

Responsible for: N/A

Location: Association Office, Llwyn Onn Hall, Wrexham LL13 0NY

Hours: Part Time (8hrs p/w) – flexible working options can be discussed (occasional evening / weekend work required)

Salary: £10 per hour

We are seeking to appoint an Organising Secretary who will assist the Association in its organisation, administration and campaigning activity.

This is an exciting opportunity for an enthusiastic and ambitious individual who thrives on a wide-range of challenges. This is a frontline position, where your interpersonal skills will be crucial.

Association priorities can change quickly. You will be prepared to provide hands-on-sleeves-rolled up support and go over and beyond to get the job done.

Working with our local volunteer teams, members and elected representatives, you will be responsible for organisational, administrative and campaigning support to the Association.

### What you will be doing

Responsibilities will include (but not limited to):

- General office management and administration.
- Preparing documents for all Association meetings, including agendas, taking and producing of minutes & collation of reports.
- Deal with financial elements of the Association, including banking, reconciling accounts, paying invoices, processing payroll, dealing with compliance & producing reports in the absence of a treasurer.
- Maintenance of the membership records including sending reminders, updating records, dealing with enquiries etc. supporting Association Officers where required.
- Assist with communication to members, including use of social media, updating the website, assisting with production of leaflets etc.
- Support an on-going voter contact programme, including phoning and door-to-door canvassing
- Working with the Party on campaigning priorities, including literature, building a delivery network etc.
- Support the association to maintain and expand a presence on multiple social media platforms
- Any other tasks as required by the Association within the capability and capacity of the employee.
- You will develop and maintain a working understanding of Data Protection regulations, including the handling of special category data.



Promoted by Jeremy Kent on behalf of Wrexham Conservatives, both at Llwyn Onn Hall, Wrexham LL13 0NY

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- You will develop and maintain a working understanding of election legislation.

## What we are looking for

Skills and capabilities:

- Well organised with a professional attitude
- Able to take ownership for fulfilling tasks and meeting deadlines with little supervision
- An effective communicator with good interpersonal skills, dealing with a wide range of stakeholders
- Good financial understanding and ability to complete financial processes
- Good computer literacy skills, including use of social media and computer management information systems
- Solid motivation skills, able to interact with colleagues and Party volunteers
- Sympathetic to the aims and values of the Conservative Party

## What we will provide

- Appropriate training will be provided where required to ensure you are supported throughout every aspect of the job
- All statutory benefits inc. statutory leave entitlements.

## How to apply: -

Please download our application form from our website -

<https://www.wrexhamconservatives.org.uk/work-us>

Please submit this to [office@wrexhamconservatives.org.uk](mailto:office@wrexhamconservatives.org.uk) or Wrexham Conservatives, Llwyn Onn Hall, Wrexham, LL13 0NY, by 17:00 on Friday 4<sup>th</sup> September at the latest (early applications are welcome). We would be looking to hold the first round of interviews week commencing 14<sup>th</sup> September.

***The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.***

WE ONLY ACCEPT APPLICATIONS FROM PERSONS AUTHORISED TO WORK WITHIN THE UK.

Please note that, due to the large number of applications that we receive, we are not able to acknowledge receipt of all applications. If you have not heard from us by 10<sup>th</sup> September please assume that, regrettably, your application has been unsuccessful this time.

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



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