**Operations Lead and Councillor Liaison**

Working for: The Ulster Unionist Party

Location: Ulster Unionist Party Headquarters

Hours: 24 hours a week

Administration:

* Utilise Nation Builder to manage membership databases and communication workflows.
* Create and manage email campaigns and surveys to engage the party membership.
* Analyse data from Nation Builder to inform decision-making, improve engagement strategies and prepare for campaigns.
* Ensure compliance with data protection regulations in all digital communications.
* Managing the financial accounts required for a modern political party. Keeping records of payments received and outstanding.
* Providing regular reporting and forecasts to the treasurer and party management board.
* Updating records of association officers, engaging with officers and processing financial contributions.
* Managing the needs of an office, including health and safety requirements, equipment, utilities and insurance.

Fundraising & Engagement:

* Develop and implement fundraising strategies to support party initiatives and projects to enable financial sustainability for future campaigns.
* Identify and cultivate relationships with potential sponsors, and partners.
* Organise fundraising events and campaigns, ensuring alignment with party objectives.
* Monitor and report on fundraising progress and outcomes.
* Assist in organising external and internal events as required including taking a lead on the annual party conference.

Councillor Liaison:

* Act as the primary point of contact between councillors and the party, ensuring effective communication and timely responses to inquiries.
* Work closely with Council groups to develop and deliver campaigns on specific issues impacting their area.
* Researching matters of concern within council areas, and providing support to each council member.
* Prepare briefing materials for councillors.
* Maintain accurate records of communications and engagements.

Essential Criteria

* Proven experience in fundraising
* Proven ability to organise and support event management and campaigns
* Ability to manage finances and recording-keeping
* Track record of engaging with elected representatives and stakeholders
* A commitment to the vision of the Ulster Unionist Party
* Knowledge and understanding of how Westminster, the Assembly and Northern Ireland councils operate
* The ability to work to the highest professional standards in a pressured and fast-paced environment, ensuring accuracy
* The ability to respect and uphold the levels of confidentiality required with the role

Desirable Criteria

* Experience working with Nation Builder
* Hold a full UK driving license with access to a car