

Labour Party

Job Description

Job Title:	Trainee Organiser – Part time, 3.5 days per week
Responsible to:	Regional Director, East of England Labour Party
Location:	Southend, with some travel to Castle Point
Key Purpose:	<p>To develop the experience, skills and knowledge necessary to be a highly effective Labour Party Organiser.</p> <p>To contribute, throughout the training programme, to deliver the Labour Party's aims and objectives.</p>

Specific Responsibilities:

Campaigning and Party development

- To enable and empower members and supporters to organise and campaign in their local community and win elections, with a focus on key wards in Southend and Castle Point.
- To work with candidates, elected representatives and local parties to identify, develop and organise campaigns and to motivate and organise members and supporters.
- To identify campaign leaders and provide training and support to campaign leaders and members on organising, campaign and election techniques.
- To ensure a focus on growing the Labour Party and Labour movement in the local community.
- To develop local fundraising and fundraising schemes to ensure Constituency Labour Parties (CLPs) in the area have adequate funding to organise, campaign and contest elections, and make agreed contributions towards any employment costs.
- To help build relationships between local CLPs, stakeholders and organisations to build the Labour Party and campaigns in the designated area.
- To organise campaign events within the constituencies in the designated area, which may involve some weekend work in Southend and Castle Point.
- To report on the level of all activity, organisation and the effective operation of Party rules in each of the constituencies to the Regional Director.

- To develop communications systems with branches, members, other units of the party, affiliated organisations and the local community to promote the Labour Party and build the Labour movement.

Training and Personal Development

- To undertake and complete to a satisfactory standard all the necessary modules outlined in the Trainee Organiser Portfolio.
- To work closely with the designated mentor to maximise learning and personal development from field based training and activity.
- To attend and participate in residential training modules.

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Person Specification

Knowledge

- Knowledge of the aims and values of the Labour Party.
- General knowledge of the policies and structures of the Labour Party.

Experience

- Experience of organising and or campaigning.

Skills / Abilities

- Excellent organisational skills.
- Ability to work proactively with a variety of stakeholders.
- Ability to work on own initiative with minimum supervision and to deliver work to agreed deadlines.
- Ability to develop clear objectives, assess success and report back in a clear way.
- Good communication skills.
- The ability to prioritise work according to tight deadlines.
- The ability to successfully plan projects.
- Excellent attention to detail.
- Ability to work effectively as part of a team.
- A driver's licence would be desirable.