

Job Description

Job Title: General Secretary

Responsible to: The National Executive Committee of the Labour Party

Responsible for: All staff employed by the Labour Party

Location: Labour Party Head Office, London

Specific responsibility:

The General Secretary has responsibility for giving leadership and direction towards the strategic and operational management of the Labour Party organisation and the implementation of its aims and objectives at national, regional and local levels as laid down by the annual conference and the National Executive Committee. The General Secretary will uphold the constitution of the party and protect the rights of the National Executive Committee and the party throughout the country.

Specific tasks:

The General Secretary is responsible to the National Executive Committee for:

Leadership and Management

- The implementation of the constitution of the Labour Party.
- The preparation and delivery of effective election campaigns.
- Protecting and enhancing the reputation of The Labour Party and setting the standards for the operation of the organisation.
- The party's administration within head office, the Parliamentary Labour Party, Scotland and Wales and the regions.
- The party's budget and accounts, overseeing a transparent system of prudent and effective controls to minimise risk, putting effective budgetary controls in place, ensuring that they meet the desired objectives and the requirements of relevant legislation.
- Overseeing fundraising planning and implementation.
- The appointment, direction, motivation and effective management of the Labour Party staff to:
 - fulfil the party's objectives, policies and plans as determined by the membership at conference and the NEC.
 - ensure appropriate performance management systems are in place.
 - build an adaptable and effective staff team and staff structure to operate through the cycle of parliament to parliament.

The Labour Party

- develop the communications and ITC structure.
- The organisation of the party's annual conference and the national policy forum.
- The overall management of the National Executive Committee, its committees and sub-committees, including the National Constitutional Committee.
- The identification of potential political leaders of the party from the 550,000 membership.

Relationship and Stakeholder Management

- Setting up and administering - with the agreement of the Leader of the party and of the National Executive Committee - effective means of continuous consultation and co-ordination between the National Executive Committee and the Parliamentary Leadership.
- The liaison with the Parliamentary Labour Party, the Labour groups in the Scottish Parliament and Welsh Assembly and European Parliamentary Labour Party.
- Liaison with affiliated trades unions and all affiliated organisations including sister socialist parties.
- In addition to the above the General Secretary will:
 - Be the accounting officer for the Labour Party.
 - Have the right to attend and speak at, or appoint a deputy to attend and speak at meetings of subject groups and regional groups of the Parliamentary Labour Party.
 - Lead on the Labour Party's equal opportunities.
 - Comply with all aspects of the Labour Party's Health and Safety Policy and arrangements.
 - Adhere to the Labour Party's standards of behaviour and implement organisational HR, IT and finance policies.

Special Circumstances:

The General Secretary shall not stand as a candidate for Parliament (existing members of Parliament are entitled to apply for the post on the understanding that, if appointed, s/he would be required to resign from Parliament.)

Labour Party Person Specification

Knowledge

You will need to demonstrate through the provision of clear written evidence how you meet the following criteria of the role. The demonstration of evidence must all be done within the application form.

Personal Specification Criteria:

1. Leadership and Management

- Evidence of substantive experience of leadership at senior management level within a medium-to-large sized public or private sector organisation.
- Proven track record of success in senior management.
- Demonstrable evidence of campaign leadership experience, whether it be in a political, advertising/media or issues focused campaign environment.
- Evidence of sound political judgement, commercial acumen and strong negotiation skills.
- Evidence of negotiating and working alongside senior politicians, and of delivering/implementing political strategies or campaigns.
- Proven ability to handle conflict and disagreement constructively and to work in partnership towards shared goals.
- Professional written and verbal communication skills; ability to articulate a compelling vision and to act as a key Ambassador for the party.
- Strategic thinker and self-starter who is able to prioritise issues and identify short and long term goals.

2. Building a successful team

- Demonstrable experience of creating and managing a successful and diverse medium to large sized team of staff.
- Evidence of having brought out the best in individuals within an innovative, dynamic, and united team while working in a highly pressurised and fast paced working environment.
- Understanding and experience of developing and using methods for staff appraisal and accountability.

3. Organisational Transformation

- Evidence of significant change management experience, with proven results in driving through strategic, cultural and organisational change within a medium-to large sized public or private organisation.
- Ability to identify and respond to change that may threaten or provide opportunities.

4. Budgetary and Compliance Management

- As accounting officer, demonstrable experience of taking responsibility for and managing a large multifaceted budget across a medium-to-large sized organisation.
- Understanding and experience of managing income and expenditure flows; financial management and planning; and of risk management.
- Evidence of having managed compliance requirements for an organisation; and understanding of key compliance laws and requirements.

5. Fundraising Experience

- Demonstrable experience in fundraising, income generation, or sales; with evidence of ideas that have improved the income generating performance of an organisation.

6. Stakeholder Management

- Proven track record in building and managing relationships with senior stakeholders within and outside an organisation.
- Evidence of having used highly efficient and effective communication skills to communicate strategies and visions to stakeholders.
- Proven ability to form and drive through policies or strategies that require the persuasion of other stakeholders to implement successfully.

7. Labour Party Values

- Evidence of having a longstanding commitment to, and experience in, the Labour Party as a campaigning organisation.
- Understanding of the governance of the Labour Party including the respective roles of the General Secretary, the Leader of the Labour Party and shadow frontbench, the National Executive Committee, elected representatives, activists and volunteers.