

Labour Party Job Description

- Job Title:** Director of Community Organising
- Responsible to:** General Secretary, working closely with the Director of Campaigns – LOTO, the National Campaigns Co-ordinator and Executive Director of Elections, Organisation and Campaigns.
- Location:** Head Office, London and Regions & Nations as required
- Key Purpose:** To promote the Labour Party as a social movement. Develop, execute and evaluate a comprehensive community organising strategy for the organisation. Working closely with the National Campaign Co-ordinator in ensuring we organise effectively with community leaders, ensuring the Labour Party develops as a progressive and relevant grass roots movement.

Specific Responsibilities:

1. To work with the nationally determined strategic organising campaign plans when promoting the concept of community organising and the Labour Party as a social movement.
2. Devise and deliver an organisational strategy to deliver an effective and efficient community organising model across the organisation.
3. Implement a community organising model which delivers for people within their own communities and for the Labour Party
4. Establish a Community Organising Board which helps drive the project through the organisation in order to promote community organising and identify national campaign objectives.
5. Working with Regional Directors and National General Secretaries to manage and co-ordinate the work of community organisers in the field.
6. To effectively and successfully manage the community organising team ensuring delivery on agreed targets.
7. Work with Regional Directors, HQ training team and the National Campaign Co-ordinator to develop and deliver a full and comprehensive training programme for the party's Community Organisers.

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8. Strategically plan, action and deliver to ensure that community organising projects across the country deliver towards our overall organisational strategies
9. To work with our senior staff within the Elections, Organisation and Campaigns, Election division and regional & national offices to ensure a joined up approach to supporting our on the ground organisation.
10. To ensure that our community organising strategies complement our general election organisation strategy.
11. To provide reports to the General Secretary, National Campaign Coordinator and NEC where requested.
12. To carry out any other reasonable task as directed by the National Campaigns Coordinator and the Executive Director – Elections, Organisation and Campaigns.

Labour Party Person Specification

Knowledge

- Knowledge of the Party's programme and current affairs, and how to identify and facilitate political engagement relating to these.
- Knowledge of incumbency campaigning and the process of relationship building with constituents, as well as knowledge of trends in campaigning and the development of narrative and message.
- An understanding of how effective campaigning helps and supports us as a grassroots volunteer organisation.
- A thorough knowledge of Labour Party campaigning particularly relationship building with members and voters through community organising.
- Good knowledge of election law and the electoral system.
- Understanding of the Labour Party electoral cycle and policy making process.
- Knowledge of the aims and structure of the Labour Party, at all levels.

Experience

- Experience of organising events, meeting or seminars.
- Experience of developing incumbency campaign materials and programmes.
- Experience of managing a multi-discipline team
- Experience of devising and implementing political strategies.
- Substantive experience of organising cross-national projects.
- Experience of organising Labour Party campaigns or other campaigns on the ground.
- Wide ranging experience of managing successful community organising and other organising models

Skills

- Ability to work in a fast-paced environment and to tight deadlines.

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- Ability to work pro-actively with a variety of key stakeholders.
- Ability to provide strategic advice.
- Ability to effectively project manage work across multiple workflows.
- Excellent communication skills, both written and verbal.
- Excellent organisation skills, including the ability to manage conflicting work priorities.
- Excellent attention to detail.
- Ability to write concise and accurate reports