

Labour Party Job Description Campaign Training and Support Officer

- Job Title:** Campaign Training and Support Officer
- Responsible to:** Head of Contact Creator, Targeting, and Analysis
- Location:** London Head Office, with regular weekend working at locations across the country.
- Key Purpose:** To develop and provide training on, and ensure accessibility of, Labour technologies to all Labour campaigners. Support and train other Party units in the use of technology in campaigns, and provide strategic and practical support to members in their use of technology.

Current & forthcoming Labour IT tools which the postholder will support:

- Contact Creator, including associated programs, such as ad hoc stats, Mail Maker, AVFMaker, etc.
- NationBuilder
- Membersnet
- Promote
- Campaign Creator
- Campaign Shop
- Online Training Academy
- MemberCentre
- Dialogue
 - and any future technology developments

Specific Responsibilities:

1. To provide training across the country on campaigning and Labour's IT tools and how to use them to effectively campaign for the Labour Party.
2. Provide remote support via our Campaign Technology helpdesk for Labour technology users, including campaign support and technical advice.
3. To provide training, and updates for Labour Party Staff on developments in Labour IT tools and how they can further improve their campaigning through good-use of technology and through improved targeting and analysis

The Labour Party

4. Support Labour Party regional staff in providing their own campaign and IT training.
5. Work with wider Contact Creator, Targeting, and Analysis team, and the Elections, Organization, and Campaigns directorate to provide a one-stop-shop for technology and campaign support.
6. Prepare and update support materials for Labour IT tools, in easy to understand language and steps.
7. Work with the wider Elections, Organization, and Campaigns team to provide training materials for Labour IT tools.
8. Work with others in the Contact Creator, Targeting & Analysis team to help test, specify and improve existing and new applications.
9. To support campaigning for parliamentary by-elections and other elections as required.
10. Work flexibly within the team, including weekend working.
11. Work effectively and closely with other Party units, both within and outside of Head Office.
12. To carry out any other reasonable task as directed by the Head of Contact Creator, Targeting, & Analysis or the Executive Director – Elections, Organization, and Campaigns

Labour Party Person Specification Campaign Training & Support Officer

Experience/Knowledge

- Experience of/involvement in organising and/or local campaigning in the Labour Party and/or women's, youth, trade union, community or other voluntary organisations
- Experience of working with a range of IT tools
- Experience of developing and delivering training
- General knowledge of the Labour Party, its policies, principles and organisation
- Knowledge of Labour Party technologies
- Knowledge of Labour Party campaigning techniques

Skills

- Excellent communication and interpersonal skills
- Excellent attention to detail
- Excellent planning and organisational skills
- Excellent data processing skills, and a competent user of Microsoft Word and Excel
- Advanced level Contact Creator user
- Commitment to providing a quality service to members and colleagues
- Aptitude for multi-tasking, managing competing priorities and ability to work well in a fast-paced environment
- A Driving licence would be preferable but is not essential