

Labour Party Job Description

Job title:	Regional Director - London
Responsible to:	General Secretary of the Labour Party. The post-holder will also work closely with the Executive Director of Elections, Organisation & Campaigns.
Responsible for:	All staff employed by the Labour Party in the Region
Location:	London regional office
Key Purpose:	The Regional Director is responsible for the effective and efficient organisation of the Labour Party within the Region.

Specific Responsibilities:

1. Co-ordinating the work of MPs, MEPs and representatives of the regional Local authorities, to ensure the effective implementation of the Labour Party's aims and objectives and the effective promotion of the policies of the Official Opposition.
2. Financial management including drawing up, maintaining, and controlling budgets.
3. Day to day management of all Labour Party staff in the region.
4. Act as Media Spokesperson on organisational matters for the regional Labour Party.
5. Developing and maintaining fundraising.
6. To draw up and implement in conjunction with the NEC's corporate aims and objectives, a regional development plan. This will include strategies for membership recruitment, campaigning activity and media communications.
7. The preparation and delivery of the regional executive and regional conference.
8. To oversee and coordinate all visits to the region by the Shadow Cabinet in their role as the Official Opposition.
9. Liaison with and maintaining good relations with affiliated and other regional organisations as appropriate.
10. Ensuring that the constitution of the Labour Party is upheld by members, officers and organisations of the Labour Party within the region.

The Labour Party

11. Liaison with the General Secretary, senior staff members and the NEC about all aspects of Party work in the region.
12. Maintaining regular contact with the regional frontbench at Westminster, the regional Parliamentary Labour group, the Westminster Parliamentary Labour Group, and regional MEP's to ensure the effective promotion of, and campaigning for Labour policies in the region.
13. Maintaining relationships with Labour Local Authorities in the region and ensuring their compliance with Labour Party policies and procedures.
14. Co-ordination of effective communications between the regional Labour Party and Party elected representatives and individual members.
15. Undertaking any other reasonable tasks (including duties outside the region) as may be required by the General Secretary.
16. The Regional Director will be prepared to assist with campaigning and organisation throughout the relevant campaign period.

Labour Party Person Specification

Knowledge

- Knowledge of the aims and objectives of the Labour Party.
- Knowledge of the Shadow Cabinet and elected Labour Party representatives.
- Awareness of policy and policy making within the Labour Party.
- Knowledge of local government structures.

Experience

- Experience of strategic management.
- Experience of political organisation and campaigning.
- Experience of setting and monitoring effective targets.
- Experience of devising, profiling and monitoring budget.
- Experience of working with a variety of stakeholders, including politicians, local parties, affiliated organisations and external agencies.
- Experience of dealing with the media.

Skills

- Ability to communicate at all levels including an ability to give excellent presentations.
- Ability to provide leadership.
- Ability to work in a team framework and to motivate staff and volunteers.
- Ability to work in a fast-paced environment.
- A driver's licence is desirable.