

Labour Party Job Description

Job Title:	Projects and Research Manager, Deputy Leader's Office
Responsible to:	Chief of Staff, Deputy Leader's Office
Location:	Office of the Deputy Leader of the Opposition, Westminster
Key Purpose:	To provide political and organisational support to the Party Chair and National Campaign Coordinator

Specific Responsibilities

1. Provide political and organisational support to the Deputy Leader and Deputy Leader's Chief of Staff across all the Deputy Leader's areas of responsibility.
2. Take lead responsibility within the Leader's Office and Deputy Leader's Office for managing priority projects and workstreams allocated by the Deputy Leader and Deputy Leader's Chief of Staff.
3. Work to the Deputy Leader in her capacity as National Campaign Coordinator, overseeing campaigning and election projects on which the NCC takes a political lead.
4. Work to the Deputy Leader in her capacity as Party Chair, overseeing internal projects on which the Party Chair takes a political lead, for example governance and training.
5. Oversee the overall project management system delivering the political priorities of the Deputy Leader as set out in her manifesto and consequent commitments.
6. Coordinate and support the work of the Deputy Leader's shadow front bench team, including the Shadow Secretary for Women and Equalities (in their capacity on equality and inclusion within the party), Parliamentary Leads and Parliamentary Private Secretaries.
7. Carry out or commission research on policy, public opinion, campaigns or other issues to support the Deputy Leader and Chief of Staff.

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8. Hold senior relationships with key stakeholders such as affiliates, socialist societies, party groups and office holders.
9. Meet with external and internal stakeholders at a senior level, as directed by the Chief of Staff.
10. Liaise with the Leader's Office, Political Advisers, General Secretary's Office, Executive Directors and other staff in relation to party, parliamentary and policy matters as directed by the Chief of Staff.
11. Work with the Communications Officer on external communications.
12. Accompany and support the Deputy Leader of the Labour Party at events and meetings.
13. Liaise with external stakeholders at events and visits and ensure actions are undertaken as agreed by the Deputy Leader or Chief of Staff.
14. Assist the Chief of Staff in managing other members of staff in the Deputy Leader's Office.
15. Carry out any other reasonable task as directed by the Chief of Staff to the Deputy Leader.

Labour Party Person Specification

Experience

- Experience of working with and for senior political staff and politicians, providing advice and liaising with varied stakeholders at a senior level
- Experience of UK politics and in particular high level experience working within the Labour Party and its affiliates
- Experience of working in a pressured political environment, dealing with a range of conflicting priorities and working to strict deadlines
- Experience of managing political projects and campaigns
- Experience of conducting and/or commissioning political research

Knowledge

- Excellent knowledge of the aims, policies, organisation and structure of the Labour Party, and the political objectives and role of the Deputy Leader
- Knowledge of current affairs and UK politics, including Parliament, trade unions and issues affecting Labour party stakeholders
- Knowledge of UK elections and the campaigning environment
- Able to use all Microsoft Office software to intermediate level (including Word, Excel, PowerPoint, Teams and Outlook)

Skills and abilities

- Project management skills
- Research skills, including conducting and/or commissioning political research
- Excellent political judgement
- Oral and written communication and interpersonal skills

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- Organisational skills, including ability to work in a fast-paced environment with conflicting work priorities
- Ability to work proactively with a range of stakeholders at a senior level
- Ability to work effectively both independently and as part of a team, including supervision of junior members of staff
- Flexibility to work around the specific needs and working style of an individual politician
- Ability to work in an environment which involves the use and/or dissemination of confidential information
- Excellent attention to detail and working to a high level of accuracy