

## Labour Party Job Description

<b>Job Title:</b>	GSO Project Manager
<b>Responsible to:</b>	General Secretary of the Labour Party
<b>Location:</b>	London Head Office
<b>Key Purpose:</b>	On behalf of the General Secretary, and as a part of the GSO to project manage and co-ordinate initiatives, tasks and projects as requested. To develop key messages and communications on behalf of the General Secretary for internal and external stakeholders.

### Specific Responsibilities

- Work closely with the Insight hub team to support the development and delivery of its work programme and sharing the messages and analysis through the General Secretary's networks and events
- Co-ordinate work on the Boundary Commission Review, ensuring all stakeholders are kept updated and the General Secretary is leading the organisational response.
- Work with the ED Political Strategy and Stakeholder Liaison on developing and managing stakeholder relations, with internal and external stakeholders to support the GSO programme of activity
- Developing General Secretary specific messages and narrative to support the party's operations and political strategy and ensuring these are shared through the appropriate internal and external channels, including all staff.
- Work with the ED Communications to assist with digital content and positioning the GSO as a formal channel for key messages.
- Write speeches, research, briefings or articles for the GS as requested
- Leading on the GSO planning communications grid, and making the best use of opportunities to promote the party and the GS's agenda and embed a culture of collaboration
- Manage the preparation of the Annual Report leading on the products and content and ensuring these are consistent with strategic messaging and ensuring the General Secretary plays a core role through events such as annual conference
- Provide project management and planning support to the GS for preparing for the 2024 general election

## Labour Party Person Specification

### Experience

- Experience of leading, influencing and communicating openly and inclusively with stakeholders at all levels, partners and suppliers.
- Experience of prioritising work in line with partners, suppliers and senior stakeholders for project deliverables.
- Proven programme management and project design and implementation experience, including monitoring and evaluation
- Experience working with a range of senior people and stakeholders

### Knowledge

- Understanding of the structure and organisation of the Labour Party.
- Excellent understanding of UK politics and Labour Party internal affairs
- Good knowledge of the parliamentary process

### Skills / Abilities

- Excellent verbal and written communication skills
- Strong individual initiative, with the ability to initiate own work, initiate projects, and work to very tight deadlines
- Excellent research skills and ability to write concise briefing notes on complex policy areas
- Strong media judgment, with the ability to quickly identify opportunities hold the Government to account
- Excellent interpersonal skills

### Values/Behaviours

- Commitment to the Labour Party's goals, values, policies, and codes of conduct and passion to ensure we fulfil the party's long standing commitment to equality.
- Strong personal commitment to equality, diversity and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.

# The Labour Party

- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected