

## Labour Party Job Description

Job title:	General Secretary – Welsh Labour
Responsible for:	All staff employed by the Labour Party in Wales
Location:	The post holder will be based at the Welsh Labour HQ in Cardiff
Key Purpose:	The General Secretary – Welsh Labour is responsible for the effective and efficient organisation of Welsh Labour. The General Secretary will build the organisational capacity necessary to maximise Labour representation at all levels of government.

### Specific Responsibilities:

- To work on the development of an electoral strategy for the Welsh Senedd elections.
- Under the political leadership of the Welsh Labour Leader and working with all other stakeholders to ensure the effective promotion of, and campaigning for the Welsh Labour Government and Labour's Shadow Cabinet in Wales.
- Working to implement the Welsh Labour Organisational strategy, including strategies for the promotion of membership recruitment, campaigning activity, targeting strategy and the selection of candidates.
- Developing and Implementing a Welsh Labour media and digital communications strategy which supports and promotes Welsh Labour in Government and the UK Shadow Cabinet.
- Developing Welsh Labour as a campaigning organisation, ensuring it is election ready. Including training for activists and candidates, supporting elected representatives in campaigning work.
- Co-ordinating the work of MSs/MPs/PCCs and representatives of the Welsh Local Authorities to maximise support for Welsh Labour's policy programme.

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- Maintaining relationships with Leaders of Welsh Labour Groups in Local Authorities in Wales to ensure the effective promotion of and campaigning for Welsh Labour policies in local government.
- The co-ordination and production of all Welsh policy documents, manifestos and research briefings, ensuring they promote Welsh Labour's policy programme in government in Wales and as the official Opposition in Westminster.
- Co-ordination of effective communications between Welsh Labour and elected representatives and individual members.
- Day-to-day management of all Labour Party staff in Wales.
- Act where appropriate, as Media Spokesperson on organisational matters for Welsh Labour.
- Financial management including drawing up maintaining and controlling budgets.
- Developing and maintaining a fundraising facility to ensure a fighting fund for all elections and office infrastructure and activities.
- The servicing of the Welsh Executive Committee, the Welsh Labour Conference and the Welsh Policy Forum.
- Liaison with and maintaining good relations with affiliated and other Welsh national organisations as appropriate, and representing Welsh Labour on other external committees, where required
- Ensuring that the Constitution of the Labour Party is upheld by members, officers and organisations of Welsh Labour.
- Ensure that existing devolution of the rule book to Wales is implemented effectively and liaise with the Leader of Welsh Labour and the UK General Secretary to facilitate dialogue relating to the powers of the WEC.
- Liaison with the UK General Secretary, and, other staff members and the NEC about all aspects of Party work in Wales.
- To act as legal election agent for by-elections, Senedd elections, and Police & Crime Commissioner elections as required.

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- Carry out any other reasonable task as directed by the UK General Secretary

## Labour Party Person Specification

### Knowledge

- Extensive knowledge of the Labour Party in Wales, including the work of the Welsh Labour Government and of the Official Opposition at Westminster
- Awareness of policy and policy making within Welsh Labour and across the wider party
- Awareness of the importance of the Welsh language and the need for the production of bilingual materials
- Knowledge of local government structures in Wales
- Knowledge of safeguarding principles

### Experience

- Experience of management including experience of strategic/corporate management.
- Experience of political organisation and campaigning within the Labour Party.
- Substantive staff and volunteer management experience.
- Experience of settling and monitoring effective targets.
- Experience of devising, profiling and monitoring budgets.
- Experience of working with a wide range of people, 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 written and oral presentations.

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- 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.
- Ability to communicate in Welsh would be desirable.

## Values/Behaviours

- Commitment to the Labour Party's goals, values, policies, and codes of conduct.
- 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.
- 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