

Labour Party Job Description

Job Title: Parliamentary Labour Party Liaison Manager

Responsible to: Director of Politics

Location: House of Commons and Labour Party Head Office - London

Key purpose: The Parliamentary Labour Party Liaison Manager will be responsible for providing effective engagement and relationship management with all members of the PLP in the Houses of Parliament, including the Shadow Cabinet and frontbench on behalf of the Leader of the Labour Party. Working closely with the PLP Office and other Labour Party staff you will seek to continuously improve the support we provide to the PLP and frontbench including ensuring that they play a full role in local and national elections to help elect a Labour Government at Westminster. At the same time, the successful post holder will also help to deliver the wider objectives of the Politics Team.

Specific Responsibilities:

- To ensure the Leader of the Labour Party has an agreed engagement strategy with the PLP including the Shadow Cabinet and Frontbench.
- To assist the Director of Politics in maintaining and building excellent relations between the Leader of the Labour Party, the Parliamentary Labour Party, Shadow Cabinet, frontbench teams and their advisers as well as advise the Leader on PLP related issues as appropriate.
- Ensure that the PLP contributes strongly to delivering the objectives of the Labour Party and that there is a shared understanding of our political strategy and the coalition of hero voters that we need to vote for us to win a General Election.
- Work with the Political Director to implement a strategy of engagement with the Shadow Cabinet, Frontbench Teams and their advisers to ensure they meet their political objectives and aims.
- Work closely with the Chief of Staff, Political Director and PLP Secretary to deliver best in class support to develop members of the Shadow Cabinet, Frontbench and their advisers.
- To work closely and liaise with the PLP Office on behalf of the Leaders office including on the management and agenda of Shadow Cabinet meetings.

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- To write speeches, speaking notes, remarks and briefing material for the Leader of the Labour Party for use at meetings of the PLP, Shadow Cabinet, Parliamentary Committee, Regional groups, receptions and other meetings as required.
- Attend the weekly legislative meeting with the Chief Whip and lead on legislation handling and planning on behalf of the Leader. Provide a weekly update for the leader on legislation, key issues and whipping arrangements. Ensure the Leader and key members of the team are well briefed on upcoming legislation.
- Working with the Director of Politics to support with PLP and Frontbench engagement on policy development on the road to the manifesto, including working with the Executive Director for Policy and her team.
- Keep up to date records of engagement between the Leader of the Labour Party and the PLP and ensure regular contact is being made with all sections of the PLP and provide reports and recommendations to the Political Director.
- Working with the Chief Whip's office and other colleagues in the Leaders Office to co-ordinate the activity of the frontbench and backbenchers in the Chamber, monitoring their progress and reporting back regularly.
- Attend weekly Shadow Cabinet, PLP and Parliamentary Committee meetings.
- Ensure professional and timely responses to political correspondence from MPs, Peers and CLPs as well as working with the Correspondence team in drafting letters on request from MPs and members of the party.
- Promote our MPs, Peers and frontbenchers to other party units – Councillors, Metro Mayors, MSs, MSPs, NEC, Nations, PCCs and Regions and others as appropriate.
- To develop and implement strategies to ensure that our MPs and Peers are at the forefront of campaign activity within their areas, that they play as full a role in local and national elections as possible and that the best practice demonstrated by our elected representatives is shared across all units of the Labour Party.
- Work closely with the Elections Directorate to support and develop innovative and effective election winning campaigns.
- To manage relationships with key external stakeholders and trade unions.
- To deliver regular reports on the work of our MPs and Peers including frontbenchers to the Leader of the Labour Party, senior staff and leading on these issues as appropriate.
- Project manage initiatives to encourage under-represented groups to stand for public office as Labour Party candidates and providing training materials or programmes for potential candidates.

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- To liaise with the Labour Party's regions and nations staff on issues relating to our MPs and Peers including frontbenchers as necessary.
- Work with colleagues from the Communications and Policy Directorates to develop strategy and messaging to support the work of our Frontbench and MPs.
- Prepare regular reports to the National Executive Committee (NEC) and Organisational Committee as required.
- Work closely with the Devolved and Metro Mayors, Local Government and Trade Union Liaison Managers in the Political Team.

The post holder will be expected to carry out reasonable ad hoc tasks as directed by the Director of Politics. This may include supporting parliamentary by-elections when necessary.

Labour Party Person Specification

Knowledge

Essential

- Excellent knowledge of the Party's programme and current affairs and how to identify and facilitate political engagement relating to these
- Excellent understanding of the needs of Labour politicians in their various roles
- Excellent understanding of effective political communication
- Knowledge of how to coordinate work across large organisations
- Sound knowledge of Parliamentary procedure including legislation
- Sound knowledge of training methods, communications and information technology.

Experience

Essential

- Substantial experience of working with senior politicians and stakeholders
- Substantial political management experience
- Substantial experience of working in Parliament including on legislation
- Experience of producing speeches and remarks for a political audience
- Excellent political judgement
- Project management experience
- Experience of providing complex briefings to a political audience

Skills

Essential

- Ability to work with a wide variety of Labour politicians, advisers and Labour Party staff
- Excellent communication skills, including the ability to execute excellent written and verbal briefings and training modules.
- Excellent interpersonal skills.

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- Excellent organisational skills, project management skills, and the ability to organise events.
- Ability to work flexibly as part of a team.
- Ability to work in a fast-paced environment.
- IT skills, including word-processing and data manipulation.

Values and behaviours

It is vital that all staff model the values and behaviours which enable a positive working culture, and are part of the Labour Party's foundation.

The postholder should be able to demonstrate:

- Commitment to equality, diversity and inclusion.
- Commitment to the Labour Party's goals, values, policies and codes of conduct.
- Highly collaborative behaviour, able to build strong working relationships internally and externally.
- 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.