

Labour Party Job Description

Job title:	Political Advisor to the Shadow Leader of the House of Commons
Responsible to:	Director of Politics – Leader’s Office, in conjunction with the Shadow Leader of the House of Commons
Responsible for:	To provide research, support and analysis, and media and communications support to the Shadow Cabinet Member, frontbench team and the Leader of the Labour Party.
Terms:	The role is offered on a part-time basis average of 3 days per week, to be agreed with the post holder. It is fixed-term for the period that the Shadow Leader of the House of Commons is in the Shadow Cabinet position.

Specific Responsibilities

1. Supporting the Shadow Cabinet Member, their frontbench team and the Leader of the Labour Party to promote the strategic goals of the Labour Party. In this particular role, this means working across all policy areas and Parliamentary processes.
2. To lead on the Parliamentary work of the Frontbench team, including responsibility for speech writing.
3. Liaise with the Whips’ Office and frontbench teams to ensure parliamentary time is used according to strategic objectives.
4. To work with the Labour Party Press Office to promote Labour’s political and policy agenda in national and regional media and respond to Government announcements.
5. To provide day to day support to the Shadow Cabinet Member, including:
 - With all events, speeches and engagements related to the Shadow Cabinet brief.
 - With media engagement, including interviews and articles.
 - With the coordination of the wider Labour frontbench.
 - With PLP engagement, including producing PLP briefs.
6. To provide briefings to the Shadow Cabinet Member and the Leader of the Labour Party as required.
7. To support the Head of Policy Development with frontbench engagement in Labour’s policymaking process.

8. To carry out any other reasonable tasks as required by the Shadow Cabinet Member and the Director of Politics.

Labour Party Person Specification

Knowledge

- Knowledge of the current political situation.
- Detailed knowledge of the Parliamentary processes.

Experience

- Experience of writing speeches and media interventions which have significant impact.
- Experience of preparing written and verbal briefings on policy and political topics.
- Experience of working in a fast-paced environment.
- Experience of working in a campaigning or political environment
- Experience of working with Parliamentary processes (not necessarily in a Parliamentary role).

Skills / Abilities

- Excellent verbal, written communication and interpersonal skills including the ability to write outstanding copy with an eye for political and media interest
- Excellent organisational and decision-making skills to ensure quick responses to requests from internal and external stakeholders.
- The ability to prioritise and organise own workload.
- Ability to work proactively with and maintain constructive working relationships with a variety of stakeholders and politicians.
- Ability to work with a high level of accuracy, to tight deadlines.

Desirable experience

- Project management experience.
- Experience of providing media and communications support.
- Experience of working in an environment with high public exposure.

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.

The Labour Party

- 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.

This role will require regular out-of-hours working and travel.

The postholder will be required to be present in the Palace of Westminster on a regular basis. It is offered on a part-time basis, with the expectation that the workload is higher during parliamentary session to an average of 3 days a week over the year.