

Labour Party Job Description

Job Title:	Local Organiser
Responsible to:	LGC and reporting to one named Officer
Location:	Bath CLP Office, 136a Walcot Street, Bath, BA1 5BG
Key Purpose:	The Local Organiser will be responsible for ensuring effective campaign organisation working towards elections.

Specific Responsibilities

1. To work with the relevant stakeholders to motivate and organise the members in preparation of the 2023 elections.
2. To lead and organise campaigning activity as determined by the LGC.
3. To work with the Regional Office where appropriate.
4. To provide training to members on election techniques, production of newsletters, voter i/d (doorstep and telephone), registration and postal votes.
5. To identify campaign leaders and provide training and support to campaign leaders and members on organising and campaigning.
6. To work with the local fundraising officers to promote local fundraising schemes to ensure the CLPs in the area have adequate funding to organise, campaign and contest elections.
7. To assist with the development of communications systems with branches, members and other units of the party and affiliated organisations in the area to promote Labour Party achievements and Party activities.
8. To work with candidates, elected representatives and local parties to identify, develop, motivate and organise members and supporters.
9. To help the LGC to organise local policy forums.
10. Building up membership and membership activity in the constituencies in line with the Party's aims and objectives.
11. To report on the level of all activity, organisation and the effective operation of Labour Party rules in the area to the LGC (and ECs) where appropriate.

Labour Party Person Specification

Knowledge

- Knowledge and understanding of the Labour Party organisation at branch, constituency and regional level.
- Knowledge of campaigning techniques.
- Knowledge of running fundraising schemes.

Experience

- Experience of being involved in a campaign.
- Experience of working with volunteers.
- Experience of working on own initiative.
- Experience of fundraising.

Skills / Ability

Communication skills – essential

- Ability to communicate concisely both verbally and in written form
- Ability to use social media particularly for campaigning
- Ability to work with and lead a wide range of people
- Ability to motivate people.
- Ability to draft newsletters

Communication skills – desirable

- Ability to use Labour Party packages to produce leaflets.
- Ability to use Labour Party digital packages for communication

Organising Skills

- Ability to organise events, such as training events.
- Ability to organise a group of volunteers.
- Ability to organise and lead canvassing sessions using Labour Party software
- Ability to run an election campaign

Administrative skills

- Ability to use a basic WP package.
- Ability to run a well-organised office.

Other

- A driver's license is desirable

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- 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.
- 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.