

Labour Party Job Description

Job Title:	General Secretary – Scotland
Responsible to:	Labour Party General Secretary
Location:	The post holder will be based at the Scottish Labour Party HQ in Glasgow and will also spend time in Holyrood (Edinburgh)
Key Purpose:	The General Secretary - Scotland is responsible for the effective and efficient organisation of the Scottish Labour Party. The General Secretary will build the organisational capacity necessary to maximise Labour representation at all levels of government.

Specific Responsibilities

- Working to implement the Scottish Labour Party's Organisational strategy, including strategies for the promotion of membership recruitment, campaigning activity, media communications and the selection of candidates.
- Co-ordinating the work of MPs/ MSPs and representatives of the Scottish Local Authorities to maximise support for Labour's policy programme.
- Under the political leadership of the Scottish Labour Leader and working with all other stakeholders to ensure the effective promotion of, and campaigning for Labour's Shadow Cabinet and policies within Scotland.
- Maintaining relationships with Leaders of Labour Groups in Local Authorities in Scotland to ensure the effective promotion of and campaigning for Labour policies in local government.
- The co-ordination and production of all Scottish policy documents, manifestos and research briefings, ensuring they promote Labour's policy programme at Westminster as the official Opposition, and Labour's policies for devolved government in Scotland.
- Co-ordination of effective communications between the Scottish Labour Party and Party elected representatives and individual members.

The Labour Party

- Day-to-day management of all Labour Party staff in Scotland.
- Act where appropriate, as Media Spokesperson on organisational matters for the Scottish Labour Party.
- 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 Scottish Executive Committee, the Scottish Conference of the Labour Party and the Scottish Policy Forum.
- Liaison with and maintaining good relations with affiliated and other Scottish national organisations as appropriate.
- Ensuring that the Constitution of the Labour Party is upheld by members, officers and organisations of the Scottish Labour Party.
- Liaison with the UK General Secretary, and, other staff members and the NEC about all aspects of Party work in Scotland.
- Carry out any other reasonable task as directed by the UK General Secretary

Labour Party Person Specification

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.

Knowledge

- Extensive knowledge of the Labour Party in Scotland
- Awareness of policy and policy making within the Labour Party
- Knowledge of local government structures in Scotland
- Extensive knowledge of the Scottish Labour Party in Holyrood
- 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

- Ability to communicate at all levels including an ability to give excellent written and oral presentations.
- 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.