

Labour Party Job Description

Job Title:	Trainee Organiser
Responsible to:	Regional Director/General Secretary
Location:	Various offices across the UK
Hours:	Monday to Friday with some weekend work
Key Purpose:	To develop the experience, skills and knowledge necessary to be a highly effective Labour Party Organiser. To contribute, throughout the training programme, to deliver the Labour Party's aims and objectives.

Specific Responsibilities

Campaigning and Party development

1. To enable and empower members and supporters to organise and campaign in their local community and win elections.
2. To work with local stakeholders to build and deliver a voter focused well-organised campaign.
3. To work with candidates, elected representatives and local parties to identify, develop and organise campaigns and to motivate and organise members and supporters.
4. To identify campaign leaders and provide training and support to campaign leaders and members on organising, campaign and election techniques.
5. To ensure a focus on growing the Labour Party and Labour movement in the local community.
6. To develop the latest digital campaigning and organising techniques within the local campaign.
7. To develop local fundraising and fundraising schemes to ensure Constituency Labour Parties (CLPs) in the area have adequate funding to organise, campaign and contest elections.
8. To help build relationships between local CLPs, stakeholders and organisations to build the Labour Party and campaigns in the designated area.

The Labour Party

9. To organise campaign events within the constituencies in the designated area.
10. To report on the level of all activity, organisation and the effective operation of Party rules in each of the constituencies to the Regional Director/General Secretary.
11. To develop communications systems with branches, members, other units of the party, affiliated organisations and the local community to promote the Labour Party and build the Labour movement.

Training and Personal Development

1. To undertake and complete to a satisfactory standard all the necessary modules outlined on the online learning platform Achieve.
2. To work closely with the designated regional coach and mentor to maximise learning and personal development from field based training and activity.
3. To attend and participate in residential training modules.

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

- Knowledge of the aims and values of the Labour Party.
- General knowledge of the policies and structures of the Labour Party.

Experience

- Experience of organising and or campaigning.
- Experience of working with a variety of stakeholders

Skills / Ability

- Excellent organisational skills.
- Ability to work proactively with a variety of stakeholders.
- Ability to work on own initiative with minimum supervision and to deliver work to agreed deadlines.
- Ability to develop clear objectives, assess success and report back in a clear way.
- Good communication skills.
- The ability to prioritise work according to tight deadlines.
- The ability to successfully plan projects.
- Excellent attention to detail.
- Ability to work effectively as part of a team.
- A driver's licence would be desirable.