

Labour Party Job Description

Job Title:	Parliamentary Officer, Labour Peers Group, House of Lords
Responsible to:	Chair of the Labour Peers Group & Secretary of the PLP
Location:	House of Lords
Key Purpose:	To provide support to the Labour Peers' Group in relation to information on government business, the Labour Party in Parliament, and the administration of Group activities

Specific Responsibilities

1. Providing information and briefings support services to Lords members of the PLP.
2. Supporting the induction of newly appointed Lords members of the PLP.
3. Effective management of information, including contact databases, on behalf of the Chair, and in liaison with the Commons PLP team.
4. Enabling and supporting Lords members of the PLP to engage effectively with Lords Ministers and the Government (both in the Chamber and elsewhere).
5. Liaising with Lords Special Advisers in relation to the above and also in respect of upcoming legislation.
6. Supporting the Chair in 'horizon scanning' for key, upcoming matters of interest to Labour Peers – parliamentary and otherwise.
7. Supporting the Chair and the Group officers in making the best use of the talents of Lords members of the PLP and ensuring that the expertise available in the Group is optimised.
8. Assisting the Chair with Group meetings, including circulating papers, helping to arrange speakers, note taking of proceedings, and follow up communications.
9. Convening and attendance at Labour Peers' Co-ordinating Committee meetings, including note taking of proceedings and follow up activity.

10. Acting as administrator to the Labour Peers' WhatsApp Group, under the Chair's direction and guidance.
11. Assisting with ballots held under the requirement of the PLP standing orders, where these relate to the Labour Peers Group.
12. Attendance at weekly meetings of the PLP, and other similar events when required – including Labour Party Conference.
13. Under the guidance of the Chair, managing the Group budget and bank account, maintaining appropriate records
14. Assisting the Chair in the organisation and delivery of Group social events, and the administration of the related finances.

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

- Good standard of written and oral English
- Competent use of IT, with a working understanding of MS Office
- Demonstrable knowledge of current affairs in a political context
- Sympathy with the aims and values of the Labour Party

Experience

- Demonstrable knowledge of administration, including experience of note taking and summarising into minutes
- Experience of a busy office environment, including dealing with competing demands and tight deadlines
- Basic understanding of Parliament and Parliamentary procedures
- Experience of working within a party political environment or similar

Skills / Ability

- Ability to communicate effectively with people at different levels, including parliamentarians and their staff
- Able to respond empathetically to a wide range of issues raised by Lords members of the PLP
- Able to demonstrate initiative, a professional approach, and methodical working
- Excellent organisational, communication and interpersonal skills
- Demonstrable ability to prioritise workload
- Ability to take the initiative and work autonomously.