

Labour Party Job Description

Job title:	Director of Party Governance
Responsible to:	Executive Director, Governance and Legal
Location:	Labour Party Head Office, London
Key Purpose:	The post holder will provide day to day management and leadership of the Labour Party's internal governance, safeguarding and complaints and disciplinary functions, working regularly with, and reporting to, the Executive Director, Governance and Legal.

Specific Responsibilities:

1. Day to day management, leadership and oversight of the Party's internal governance, safeguarding, and complaints and disciplinary functions.
2. Support the General Secretary and Executive Director, Governance and Legal in the management of the National Executive Committee ("the NEC"), by preparing and presenting reports, briefings and recommendations to the NEC on constitutional matters.
3. Support the Executive Director, Governance and Legal in providing strategic advice to the General Secretary, and, as directed, the National Executive Committee ("the NEC"), Number 10, the Cabinet and the Parliamentary Labour Party on constitutional matters.
4. Assist the General Secretary and the Executive Director of Governance and Legal in delivering on the NEC's priorities and workplan.
5. Support the General Counsel in delivering the workplan of the Party's independent complaints processes, specifically the Independent Review Board and Independent Complaints Board.
6. Act as the Party's designated safeguarding lead.

The Labour Party

7. Support the Executive Director, Governance and Legal in managing the constitutional requirements of Labour Party Annual Conference.
8. Develop and maintain relationships with internal and external stakeholders at a senior level in relation to the Party's constitutional functions.
9. At all times work closely with the Party's General Counsel and provide support and input in respect of legal casework that relates to the constitutional rules and disciplinary procedures of the Labour Party.
10. Act as the secretary to the Complaints and Disciplinary Subcommittee of the NEC.
11. Direct the provision of training and support to stakeholders at all levels of the Party on internal governance, disciplinary and safeguarding matters, including producing support materials for stakeholders.
12. Assist with the sound financial management of the non-legal aspects of the Governance and Legal team budget, identifying efficiencies and cost savings wherever possible.
13. Carry out any other reasonable tasks, as directed by the Executive Director, Governance and Legal

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

- Excellent knowledge and understanding of the Labour Party at all levels, including but not limited to the Labour Party's disciplinary procedures.
- Strong working knowledge of the Labour Party constitution and relevant rules and procedures.
- A working knowledge of the legal framework for the Labour Party's activities, including relevant electoral, data protection and equalities legislation, and the principles applicable to investigative and disciplinary procedures.
- Demonstrable knowledge of safeguarding principles.
- A strong working knowledge of national associations and organisations affiliated with, and/or closely aligned to, the Labour Party's mission and values.
- Knowledge of local government structures and procedures.

Experience

- Ideally, the candidate will have prior experience working for, or with, the Labour Party and/or national associations and organisations affiliated with, and/or closely aligned to, the Labour Party's mission and values.
- Experience of working in sensitive environments within tight deadlines whilst maintaining the integrity of the overall vision and strategy of the Labour Party.
- Proven leadership and management experience of individuals in a high-intensity work environment.
- Experience of working with and managing stakeholders at all levels, including but not limited to liaising with legal professionals.
- Experience of handling safeguarding concerns.
- Experience of producing training and other materials for a variety of audiences.

Skills

- Proven capability to identify, assess and recommend solutions/options to problems and opportunities within a strategic political environment, demonstrating at all times significant and balanced understanding coupled with a legally robust perspective.
- Ability to lead and support staff in line with the Labour Party's policies and procedures, with experience of promoting and supporting collaborative and effective team working.
- Excellent written, organisational and problem-solving skills.
- Strong communication skills, including the ability to explain complex constitutional concepts and arguments to a wide range of lay audiences.
- Excellent interpersonal skills with the ability to build rapport quickly and a track record of working collaboratively with internal and external stakeholders.