

Labour Party Job Description

Job Title:	Party Chair – Support Officer
Responsible to:	General Secretary's Office and Party Chair
Location:	Labour Party Head Office – London
Key Purpose:	To provide effective support and assistance to the Labour Party Chair in their political and campaign management role.

Key Responsibilities:

1. Diary & Schedule Management

- Manage and coordinate a complex and fast-paced diary for the Party Chair, leading on Party meetings, political campaigning and media commitments. Working closely with parliamentary, constituency, No10 and Cabinet Office colleagues.
- Ensure full briefing for the Chair ahead of meetings, events, and visits.
- Coordinate travel, accommodation, and logistics.
- Anticipate scheduling conflicts and proactively resolve issues.

2. Coordination and briefings support

- Work with the General Secretary's team and others at Head Office for political insight and advice on current issues and stakeholder relationships.
- Monitor political developments, media coverage, and relevant policy areas.
- Draft briefings, speeches, talking points, and political correspondence.
- Liaise with party officials, government departments, councillors, campaign teams, and stakeholders where appropriate.

3. Campaign Planning & Constituency Visits

- Co-ordinate campaign planning and constituency visits, developing a campaign and visits plan in the lead-up to May elections.
- Work with regional teams to maximise the value of visits and ensure impact.
- Provide briefing and insight ahead of visits.

4. Stakeholder & Relationship Management

- Act as a key point of contact for party, NEC, trade unions, Socialist Societies, supporters and other partner organisations.
- Build and maintain positive relationships with key stakeholders.
- Represent the Chair at meetings and events where appropriate.

5. Administrative Support

- Provide day-to-day administrative assistance to the Party Chair, including diary and inbox support, room bookings, and booking travel and accommodation for meetings and events.
- Take minutes as required and assist in follow-up actions from meetings.
- Provide meeting support for a wide range of weekly, monthly and bimonthly meetings, including coordinating diaries, preparing and circulating papers and/or briefings, chasing deadlines and/or proof-reading.
- Assist with events as requested and keep up-to-date records of information.
- Carry out any other reasonable tasks as directed by the Party Chair and General Secretary's Office.

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 of the Labour Party and its structures.
- Strong political awareness and understanding of the current political landscape.
- Knowledge of office administration systems.
- Knowledge of Microsoft Office Software.

Experience

- Experience of working in a busy political or office environment, dealing with a range of conflicting priorities.
- Administrative or political support experience, including diary and inbox management.
- Experience of working on events, visits, and/or campaign coordination.
- Experience of liaising with senior stakeholders across government, party, or public sector organisations.

Skills / Ability

- Strong organisational skills, including the ability to manage conflicting work priorities.
- Ability to effectively use Microsoft Office applications.
- The ability to work accurately with an excellent attention to detail.
- Strong written communication skills, including the ability to draft briefings, correspondence and talking points.

The Labour Party

- Ability to take accurate notes.
- Ability to work on own initiative within a fast-paced environment.
- Ability to handle sensitive and confidential matters with discretion.
- Ability to work proactively with a variety of stakeholders.
- Flexible approach to work.
- Ability to prioritise work effectively under tight deadlines.