

Labour Party Job Description

- Job Title:** Stakeholder Relations Administrator
- Responsible to:** Senior Director – Stakeholders and Projects
- Location:** Head Office – London
- Key Purpose:** The post holder will be responsible for ensuring the efficient administration of the Stakeholder Relations team, to help to coordinate schedules, and ensure the efficient collection of Labour in Local and Regional Government levy. They will also provide support, where directed, on individual projects.

Specific Responsibilities

1. Provide assistance to the Executive Director – Stakeholder Relations including but not limited to: diary and inbox support, booking travel and commissioning briefings for meetings and events.
2. General administrative support to the Stakeholder Relations team, including the Local and Regional Government team
3. To be responsible for meeting invites, agendas, room bookings, coordinating diaries and taking minutes across a series of regular planned meetings.
4. Responsible for ensuring the timely collection of the Labour in Local and Regional Government levy including managing communications, keeping up to date records and working with the Finance Team.
5. To provide as required administrative support to events and conferences in the form of travel planning and booking, venue liaison and liaison with suppliers.
6. To provide onsite support at events as requested; including Annual Conference and Local Government Conference.
7. Ensure good record keeping and provide support in maintaining databases.

8. To deal with general enquiries to the team, responding to emails, answering the phone and take any messages.
9. Manage multiple inboxes the team use for stakeholder engagement, ensuring emails are responded to in a timely manner.
10. Work closely with finance team to ensure day to day needs are being met.
11. To carry out any other reasonable duties as requested by the Senior Director – Stakeholders and Projects or the Executive Director of Stakeholder Relations.

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 objectives of the Labour Party
- Knowledge of Labour Party structures, procedures and processes
- Knowledge of financial administration.

Experience

- Experience of working in a busy office, dealing with a range of conflicting priorities and working to strict deadlines.
- Experience of working with a variety of stakeholders including senior members of staff and politicians.
- Experience of developing effective office systems.
- Experience of conference / event organisation.
- Experience of diary management.

Skills / Ability

- Excellent administrative skills
- The ability to work accurately with an excellent attention to detail
- Excellent interpersonal and communication skills, both oral and written
- Excellent organisational skills
- Flexible approach to work