

Labour Party Job Description

- Job Title:** Youth and Students Co-ordinator
- Responsible to:** Senior Director – Stakeholders and Projects
- Location:** Head Office – London
- Key Purpose:** To support Labour Students, Young Labour and young members and supporters across the country.

Specific Responsibilities

1. Develop and deliver a year-round programme to engage young party members and inspire young voters, including events and training.
2. Lead on identifying young talent within the party, finding innovative ways to nurture and develop their journeys where possible.
4. Act as a point of contact for young and students members and act as a point of expertise on young members and their issues within the party.
5. To recruit, mobilise and train young volunteers to deliver effective year round campaigning in their local communities, on campus, and digitally.
6. Support the delivery of events and conferences for Young Labour & Labour Students.
7. Develop the production of relevant resources and campaigns for Young Labour & Labour Students, including for use at Freshers' fayres.
8. Provide the staff link with the Young Labour and Labour Students National Committees.
9. Co-operate with and assist appropriate staff in liaison with other relevant youth organisations, including international sister parties, socialist societies and trade unions to build networks where needed.
10. Provide support and guidance to all regional and national offices and constituency labour parties on engagement with young members as

appropriate, helping to run events and provide support in the regions and nations.

11. Work with Young Labour and Labour Students National Committees to grow local groups and societies across the country.

12. To develop fundraising ensuring that Young Labour and Labour Students have adequate funding, including supporting applications to relevant grant funding, achieving commercial partnerships for key events, and supporting fundraising events.

13. To contribute to party planning around using incumbency to engage younger voters ahead of the proposed lowering of the voting age.

14. To provide occasional administrative support to the Stakeholder Relations team, and carry out any other reasonable duty as required by the Senior Director – Stakeholders and Projects

15. To be prepared to contribute to wider organisational activity as and when required.

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 and understanding of effective relationship building
- Knowledge of Labour Party structures, procedures and processes
- Knowledge of membership engagement activity
- Knowledge of safeguarding principles
- Knowledge of GDPR Legislation

Experience

- Experience of campaigning with young people or students
- Experience of managing and building stakeholder relationships.
- Experience of political management.
- A track record of campaigning in the Labour Party or other organisations.
- Experience of working in a busy office on multiple tasks, and delivering work to tight deadlines.
- Experience delivering training either in-person or remotely is desirable but not essential

Skills / Ability

- Ability to devise and carry out a member engagement strategy and to organise events and activities.

The Labour Party

- Ability to work across teams to contribute and provide support and direction throughout the organisation.
- Ability to present and deliver training to stakeholders.
- Ability to work on own initiative and spot opportunities for new ideas.
- Ability to work proactively with a variety of stakeholders.
- Ability to provide leadership and motivation to volunteers and campaigners.
- Ability to build, enable and empower campaign teams.
- Ability to anticipate and respond to challenges as they arise.
- Excellent verbal, written and interpersonal communication skills.
- Excellent stakeholder management and engagement.
- Excellent planning and organisational skills.
- Good computer literacy, including use of email communication systems, data input.
- Good organisational skills and attention to detail.