

Labour Party Job Description

Job Title: Southwark Borough Organiser

Responsible to: Southwark Local Campaigns Forum (LCF)

Line Management: The post is managed jointly by the Leader of the Labour Group of Councillors and the Chair of the LCF. There will be formal reviews every month with a Line Manager.

Support: Whilst the LCF will provide support and there is currently an Organiser appointed by Lambeth LCF also working out of the Herne Hill office this role requires candidates to work largely on their own initiative with limited day to day supervision.

Location: Herne Hill SE24

Key purpose: The Borough Organiser will be responsible for all aspects of Labour Party organisation within the London Borough of Southwark.

The post holder will be responsible for building and maintaining party organisation and activity; establishing an effective election and campaign organisation ahead of the 2020 Mayoral and GLA elections and the 2022 Borough Council elections working in liaison with the LCF, Southwark Labour Group, London Regional team, the London Assembly Member, local MPs, Labour Party officers, Constituency Labour Parties, Branches and other units within the Party.

Specific Responsibilities:

- To work with the CLP Campaign Organisers, the Labour Group of Labour councillors, MPs and Labour MEPs to motivate and organise the members in preparation of the 2020 and 2022 elections.
- To lead and organise campaigning activity as determined by the LCF.
- To plan and produce literature for the boroughwide and local ward campaigns ahead of the 2020 and 2022 elections and for the short campaign and polling day or to ensure that this is produced to a high level and in a timely fashion.
- To ensure that arrangements are in place for our regular programme of boroughwide campaigning including ensuring that materials are produced, organizing venues and sessions with local organisers and publicizing the events.
- To plan and organise polling day operations.
- To organise any local by-elections that might take place in that period.

The Labour Party

- To work with LCF Officers to manage the election budget and produce election expenses following the elections.
- To work with Regional Labour Party where appropriate.
- To provide training to members on election techniques, production of newsletters, voter i/d (doorstep and telephone), registration and postal votes.
- To identify campaign leaders and provide training and support to campaign leaders and members on organising and campaigning.
- To develop local fundraising and fundraising schemes to ensure the CLPs in the area have adequate funding to organise, campaign and contest elections, and make agreed contributions towards any employment costs.
- To develop communications systems with branches, members and other units of the party and affiliated organisations in the area to promote Labour's achievements and Party activities;
- To work with candidates, elected representatives and local parties to identify, develop, motivate and organise members and supporters.
- To support and organise local policy forums and carry out Shadow Cabinet policy and public engagement visits and events when required.
- Building up membership and membership activity in the borough in line with the Party's aims and objectives.
- To report on the level of all activity, organisation and the effective operation of Party rules in the area to the LCF, Group and CLPs where appropriate.
- To ensure that all campaign activity recognises the rich diversity of the London Borough of Southwark and that volunteers are enabled to participate irrespective of different skills and abilities

Labour Party Person Specification

Please note: The LCF is keen to receive applications from the widest range of applicants. It is important that you have an understanding of the Labour Party and its values but the skills you bring to this role may have been gained in a wide range of other settings.

Knowledge

- Knowledge and understanding of Labour Party organisation at branch, constituency and regional level.
- Knowledge of the Labour Party
- Knowledge of campaigning techniques.
- Knowledge of running fundraising schemes.

Experience

- Experience of being involved in a campaign.
- Experience of working with volunteers.
- Experience of working on own initiative.
- Experience of fundraising.

Skills

(a) Communication Skills including:

- Ability to communicate concisely both verbally and in written form.
- Ability to use DTP packages to produce leaflets.
- Ability to work with and lead a wide range of people.
- Ability to motivate people.
- Ability to draft newsletters.
- Ability to develop and implement social media campaigns and to raise the profile of the Labour Party and its local Councillors and elected representatives

(b) Organising skills including:

- Ability to organise recruitment and retention activities.
- Ability to organise events, such as training events.
- Ability to organise a group of volunteers.
- Ability to organise an election campaign.
- Ability to plan ahead and anticipate obstacles to effective delivery of campaigns
- Ability to co-ordinate people and tasks

(c) Administrative skills including:

- Ability to use a basic WP package.
- Ability to run a well-organised office.

(c) Database skills

Ability to use a database package including analyzing and reporting data

(d) Equal Opportunities

Ability to adhere to the Equal Opportunities policies of the Labour Party.

(e) Other

- A driver's license is desirable.
- Membership of the Labour Party