

## Labour Party Job Description

Job Title: Southwark Borough Organiser

Responsible to: Southwark Labour Group

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 ahead of the 2020 Mayoral and London Assembly elections and the 2022 borough council elections.

The post holder will be responsible for building and maintaining campaigning activity; working in liaison with the Southwark Labour Group, the LCF, 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 Southwark Labour Group, the LCF, CLP Campaign Organisers, and MPs to motivate and organise the members in preparation for the 2020 Mayoral and London Assembly elections.
- To lead and organise campaigning activity as determined by the Southwark Labour Group and in conjunction with 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.
- To plan and organise polling day operations.
- To organise any local by-elections that might take place in that period.
- To work with the Southwark Labour Group and LCF to manage the election budget and produce election expenses following the elections.
- To work with Regional Labour Party where appropriate.
- To provide training 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.

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- 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 work with candidates, elected representatives and local parties to identify, develop, motivate and organise members and supporters.
- To develop communications systems with councillors, branches, members and other units of the party and affiliated organisations in the area to promote Labour's achievements and Party activities;
- To support and organise Shadow Cabinet visits and events and the Southwark Borough Conference.
- 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 Southwark Labour Group, the LCF and CLPs where appropriate.
- To ensure that all campaigning 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 Southwark Labour Group is keen to receive applications from the widest range of applicants. It is important you have a good understanding of the Labour Party and its value but the skills you bring to the role may have been gained in a wide range of other settings.

### Knowledge

- Knowledge and understanding of Labour Party organisation at group, 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 desk top publishing 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.

#### (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 likely challenges
- Ability to coordinate people and tasks.

#### (c) Administrative skills including:

- Ability to use a basic work processing and database package.
- Ability to run a well-organised office.

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(d) Equal Opportunities

- A commitment to upholding the Equal Opportunities policies of the Labour Party.

(e) Other

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