

Labour Party Job Description

Job Title: Southwark Borough Organiser

Responsible to: Southwark Local Campaigns Forum (LCF)

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, working towards the 2018 Council elections.

The post holder will be responsible for building and maintaining party organisation and activity; establishing an effective election and campaign organisation ahead of the 2018 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 2016 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 2018 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 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.

The Labour Party

- 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.

Labour Party Person Specification

Knowledge

- Knowledge and understanding of the Party organisation at branch, constituency and regional level.
- Knowledge of the Labour Party constitution.
- 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.

(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.

(c) Administrative skills including:

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

(d) Other

- A driver's license is desirable.