

Labour Party Job Description

Job Title: Scottish Organiser

Responsible to: Scottish General Secretary

Location: Scottish Labour Party Head Office, Glasgow

Key purpose: The Scottish Organiser is responsible for the delivery of the Labour Party's aims and objectives and the promotion of the policies of the Official Opposition. The post holder will be part of the Scottish team reporting to the Scottish General Secretary.

Specific Responsibilities:

Campaigning

- To enable and empower campaign units to organise and campaign in their local communities and win elections.
- To work with all relevant candidates and elected representatives in the motivation and organisation of Party members in preparation for campaigns and election campaigns.
- To develop effective communication systems with branches, members, other units of the party and affiliated organisations in the region to promote the policies and activities of the Official Opposition.
- To recruit and develop teams of volunteers to assist with regional initiatives, including telephone banks, Political Education, Policy Forums, Women's and Youth Organisations, parliamentary and local government by-elections.
- To act as legal election agent for by-elections.

Co-ordinating

- To develop and support Local Policy Forums and other initiatives in the promotion and development of Labour Party policy issues.
- To help plan, prepare and carry out visits by Shadow Cabinet Ministers and others to promote the policies and objectives of the Official Opposition.
- To provide effective communications with all Party units, MPs, AMs, MSPs, MEPs and councillors to reinforce the Official Opposition's policies, message, and objectives.
- To liaise with Labour Groups ensuring their compliance with Labour Party policy and Labour Party procedures.

The Labour Party

- To work with CLPs to ensure compliance with Labour Party rules and procedures.

Development

- To pursue initiatives to recruit and retain members and supporters and grow the Labour Party and movement across the region.
- To advise all relevant stakeholders on Party organisation, administration, electoral law, rules, constitution and disputes.
- To ensure that effective training is provided, within the available resources, to Party members.
- To establish strong links with throughout the region with Business, Donors, Endorsers etc.

Support

- To develop local and regional fundraising and fundraising schemes, ensuring the Region and CLP's have adequate funding to contest elections, campaign, and organise in their local communities.
- To ensure that Regional office, party units and elected representatives take all reasonable steps to conform to the requirements of the Political Parties, Election and Referendum Act and the Representation of People Act.
- To support all CLP's in the use of Contact Creator and other Labour Party software products and to provide training as necessary.
- To carry out any other reasonable task as directed by the Scottish General Secretary.

The person will work closely with the Scottish General Secretary and will be expected to work flexibly as part of the Scottish team. From time to time this may involve working away from home in other parts of the UK.

Labour Party Person Specification

Knowledge

- Knowledge of organising and campaigning techniques.
- 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.
- Knowledge of election law and other relevant laws and regulations including PPERA.

Experience

- Experience of being involved in a campaign.
- Experience of supervising volunteers.
- Experience of fundraising.

Skills / Abilities

Communication Skills including:

- The ability to communicate concisely both verbally and in written form.
- The ability to use DTP packages to produce leaflets.
- The ability to draft newsletters.
- The ability to draft press releases.

Organising skills including:

- Ability to build, enable and empower a campaign team.
- Ability to motivate and provide inspiring leadership to volunteers and campaigners.
- Ability to organise recruitment and retention activities.
- Ability to organise events, for example a training event.
- Ability to organise and motivate a group of volunteers / workers.
- Ability to organise an election campaign.

Administrative skills including:

- The ability to use technology to support administrative functions e.g. word processing and spreadsheet software.
- The ability to run a well-organised office.

Technical Skills

- Ability to manage groups of people.
- Policy knowledge.
- A driver's licence is desirable.