Labour Party

Job Description

Job Title:Local Organiser (Part Time)

Responsible to: Lincoln Constituency Labour Party Secretary

Location: Lincoln Labour Party Offices

Key purpose: The Local Organiser will be responsible for helping develop Labour Party organisation in the Lincoln Constituency Party Area.

S/he will be responsible for building and maintaining party organisation and activity in the Constituency and local election campaigns

The post holder will be part of the local team, managed by and reporting directly to the Lincoln Constituency Labour Party Secretary.

Background: The Lincoln Labour Party is looking to recruit a local organiser in the Lincoln area. This will be a rolling one-year appointment, renewed annually subject to performance and funding. The post holder will be required to undertake some evening and weekend work, and to attend party meetings as required.

Specific Responsibilities:

* Working with the local Party to organise the members in preparation for the Local Election campaign.
* To develop and organise campaigning activity within the local authority area in conjunction with the local Labour Party. Ensure data is captured and recorded from those sessions where necessary.
* To work with the CLP officers on local publicity and website maintenance.
* To work with the local Party to develop a message for campaigns and to ensure this is followed through on communications.
* Providing administrative support to the local Party.
* Support the local Party in the recruitment of members to apply for the local government panel, organising taster sessions and other events.
* To promote the local Party and increase the profile/visibility in the local and wider community.
* Motivating groups of volunteer and organising campaigning, including coordination of phone bank operations.
* Providing training to members on election techniques, voter ID (doorstep and telephone), community organising and engagement, registration, and postal votes. Ensure “welcome” events for new members are organised.
* Reporting on the level of all activity, organisation and the effective operation of Party rules to the CLP Secretary.
* Production of statistics to illustrate the campaigning levels across the local authority area for the campaign team. Production of a regular campaign briefing with key messages and key activities for activists.
* Increasing voter identification contact rates in the key wards, in line with targets and priorities set by your line manager.
* Ensuring effective and organised campaigning, in association with branch secretaries in the key wards, as identified within the local campaign strategy.
* Take hands on role in organising doorstep canvassing and leaflet delivery where branches don’t have the capacity to organise these activities themselves.
* Provide support in developing and delivering leaflet and direct mail strategy for key wards.
* Provide support in coordinating with appropriate Trade Unions and other supporters.
* Ensure the local Party office is kept tidy and functional as an effective base for local activity and organisation.

On occasion the post holder may be asked to participate in events or campaigns outside of the constituency such as by-elections in the region (subject to agreement by the local Party) or training courses organised by the Labour Party.

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Person Specification

Local Organiser

KNOWLEDGE

1. a knowledge and understanding of the Party organisation at branch, constituency and regional level
2. a basic understanding of the Labour Party constitution
3. an understanding of the Trade Union movement
4. a knowledge of modern campaigning techniques
5. a desirable knowledge of the Lincoln CLP area.

EXPERIENCE

1. experience of being involved in a campaign
2. experience of using new technology
3. experience of working with volunteers
4. experience of working on own initiative

SKILLS

(a) Communication Skills including:

1. ability to communicate concisely both verbally and in written form
2. ability to use DTP package to produce leaflets
3. ability to draft newsletters

(b) Organising skills including:

1. ability to organise recruitment and retention activities
2. ability to organise a training event
3. ability to organise a group of volunteers/workers
4. ability to organise an election campaign

(c) Administrative skills including:

1. ability to use a basic WP package
2. ability to run a well-organised office

(d) Interpersonal skills including:

1. ability to work with and lead a wide range of people
2. ability to motivate people

(e) Other

* A driver’s licence is desirable