

Job Description – This is a fixed term appointment until 30th June 2022

Job Title: Campaign Organiser

Terms: part-time employment 25 hours per week. Some flexibility in working hours may be possible. The hours may be increased in the future.

Salary: Point 1 of Labour Party pay scale, which is £19,889.47 pa pro rata, i.e. £14,729 pa for this 25 hour per week post.

Pension: This post is pensionable.

Purpose of post: To organise the Exeter Labour Party membership to campaign across the city to win in local and national elections, under the direction of the Exeter CLP Executive Committee.

Line Management: Exeter CLP Chair

Responsibilities

The Campaign Organiser is expected to support the Exeter CLP in its campaigning activities:

- Provide advice to the CLP concerning the campaigning strategy for local and national elections;
- Coordinate effective communications to all Exeter CLP members, affiliates, MP and Councillors to reinforce the Party's message, achievements and objectives;
- Liaise with Branches and Labour Groups encouraging local campaigning in line with Labour Party policy and Labour Party procedures;
- Support activists and candidates to identify potential Labour voters and encouraging turnout;
- Support activists and candidates to engage with voters and wider community members on policy issues;
- Identify, manage and motivate volunteer workers;
- Support and service the CLP Campaign Committee;
- Coordinate appropriate written material, newsletters, canvass schedules, interviewing support (telephone and doorstep) as required;
- Maintain the Exeter CLP electoral database and undertake detailed analyses of voting patterns in the constituency;

- Provide the administrative requirements relating to election law and procedure in support of Exeter CLP candidates standing in local and national elections;
- Work closely with the CLP Treasurer in costing the materials and equipment needed to run effective campaigns and in maintaining the efficient running of the campaign office;
- Coordinate arrangements for election-day activities with authority to request changes as circumstances require;
- Act as the legal election agent for CLP elections;
- Undertake other agreed tasks as identified by the CLP Executive Committee.

Person specification

Qualifications:

- Demonstrable literacy and numeracy skills

Knowledge of:

- Labour Party organisation at Branch and constituency level;
- Labour Party constitution;
- Campaigning and organising techniques.

Experience of:

- Campaigning and organising activities;
- Relevant IT packages (especially that relevant to Party campaigning);
- Working as a team member and leading teams;
- Working on own initiative.

Ability to:

- Provide expertise and guidance on the organisation of local and national election campaigns;
- Demonstrate excellent verbal and written communication skill
- Draft and produce newsletters and press releases;
- Build and lead teams of activists;
- Prioritise competing demand, working under pressure and to critical deadlines;
- Work collaboratively with a range of people;
- Motivate and empower people;
- Make rapid decisions in an emergency;
- Discern potential problems;

- Think innovatively and to devise new solutions that meet agreed objectives and priorities.

The successful candidate must be:

- A member of the Labour Party
- Available for work across the Exeter CLP area
- There will be a requirement to attend evening and weekend meetings, for example meetings of the local campaign committee.

General

To work in a flexible manner in line with the Labour Party's objectives and to be willing to undertake other duties as reasonably requested

Equal Opportunities

The Labour Party is an equal opportunities employer and it is required that the post holder will operate in accordance with equal opportunities good practice.