

Labour Party Job Description

Job Title: Trainee Organiser

Responsible to: CLP Chair and Member of Parliament

Location: Mitcham and Morden CLP office

Salary: £18,500 increasing after six months to £19,000
5 weeks' annual holiday

Closing date: Applications must be received by noon on Tuesday 26 August
Interviews will take place on Saturday 30 August.

Key purpose: The Trainee Organiser will be responsible for all aspects of Labour Party organisation within Mitcham and Morden.

S/he will be responsible for building and maintaining party organisation and activity for all election campaigns in Mitcham and Morden, mobilising and recruiting party members and supporters.

This is a one year campaign role with Mitcham and Morden Labour Party. By the end of the year the successful candidate will be able to run all types of community and election campaigns. If the trainee successfully completes the programme they will be offered a permanent organiser position with Mitcham and Morden Labour Party.

Specific Responsibilities:

- **Canvassing.** The trainee will lead and organise campaigning activity within Mitcham and Morden, and will need to lead two door-to-door sessions per week. This includes leafleting before and after sessions, and phoning volunteers to ensure sufficient attendance. Indicators of success will include recruiting members, and collecting emails, phone numbers and other agreed information. Once trained, they will train other canvassers and help with briefing sessions.
- **Membership.** The trainee will be expected to call at the homes of and welcome all new members, in conjunction with local Councillors and/or leading members. Indicators of success will include retention of members and subscription collection.
- **Volunteers.** The trainee needs to identify, welcome and encourage volunteers. The ability to build teams is the most important skill to acquire in this role.
- **Message development, content and strategy.** The trainee will not be expected to provide political messaging and strategy but they will be a member of a strategic committee that manages campaigns and elections. They will also be given an opportunity to work with an experienced campaign manager. They will be shown how to develop a

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campaign grid. Over time they will have responsibility for managing the grid. The trainee will work alongside the Member of Parliament and Labour Councillors in achieving this.

- **Election agent.** The trainee will be shown how to complete all election-related forms, and will, after training, be responsible for the completion of these at the 2015 election.
- **Fundraising.** Working with other members, the trainee will develop local fundraising activities to ensure Mitcham and Morden Labour Party has adequate funding to contest elections, campaign between elections and make agreed contributions towards employment costs.
- **Supporting the MP.** Many constituents come to our office to contact the Member of Parliament, who shares the premises. The trainee will support the Member of Parliament in their Parliamentary duties by, for example, managing their work in the constituency office, dealing with constituents who call or visit the constituency office and liaising with the parliamentary office to ensure they get an appointment, helping organise local meetings like coffee mornings, arranging constituency meetings, producing reports and newsletters, liaising with local stakeholders, ensuring that casework is identified and progressed and that all relevant data collected.
- **Supporting the CLP.** The trainee will help organise other campaign events and constituency meetings as required.
- **Office management.** The trainee will need to manage our headquarters, making sure the office is clean and tidy. The trainee will need to ensure cups and other crockery are washed and stored and that all office supplies are ordered in good time. They will report to the halls committee on issues of maintenance.
- **Technology.** This is not a computer-based role. Mitcham and Morden will provide the required training in technology and computer skills, including the use of Contact Creator, social networking, and other packages. However, the trainee will need to encourage and train others to do this work. For example there is a lot of data entry. It is the role of the trainee to supervise the accurate inputting of such information.
- **General.** The trainee should be able to demonstrate trustworthiness and the ability to motivate a wide variety of people and deliver results to tight deadlines. Hours for campaigning are not 9-5, so they will be expected to operate on a flexible basis and undertake such tasks as shall, from time to time, be required. As such, hours are unspecified but there is an expectation of some evening and weekend working. This full-time position will be based in Morden. On occasion the post holder may be asked to participate in events or campaigns outside of Mitcham and Morden, such as Parliamentary by-elections or training courses organised by the Labour Party. Local Organisers are expected to be able to drive or to be in the process of learning to drive.

Training in a campaign role will be on the job and is not classroom-based. The successful candidate will work with the MP, leadership of the Labour Group, and other Mitcham and Morden Labour Party officials as required. Their direct line manager is the CLP Chair and the MP.

Labour Party Person Specification

Trainee Organiser

Mitcham and Morden appoints based on potential rather than attainment so no formal qualifications are required. We are looking for an outgoing and welcoming individual who is prepared to work hard and shares our values of making Mitcham and Morden a strong, inclusive community.

The successful candidate should demonstrate the following personal qualities

- **Welcoming and outgoing.** The successful candidate will encourage all members and volunteers to be the best they can and they are genuinely interested in everyone. They will need to be comfortable saying hello to people they meet for the first time. Although, once trained, they will need relevant computer skills, we are not looking for someone who will sit at their computer all day
- **Comfortable working to targets.** Mitcham and Morden is interested in outputs so the successful candidate needs to be able to measure and report on progress.
- **Organised.** The successful candidate needs to be someone who can organise their own time and work on their own initiative. They need to be able to see the end and be able to work back and understand what they need to do and when.
- **Written work.** Mitcham and Morden produces a lot of written material. The trainee will not be expected to write it, but will need to ensure it is proof-read accurately before distribution so a reasonable standard of written English is helpful. They will need to demonstrate the ability, once trained, to communicate concisely both verbally and in written form and produce leaflets, and to operate computers.
- **Asking.** The successful candidate needs to be personable, and comfortable asking people to do things for them, such as raising money, joining and so on. They will need to demonstrate an ability to work with and lead a wide range of people and to motivate others.
- **Labour Party.** Some previous voluntary activity within the Labour Party would be helpful, and applicants should preferably be members.