

Co-operative Party - Job Description

Plymouth Local Organiser

Job Title: Plymouth Local Organiser

Responsible to: Karen Wilkie and local management board

Salary: c£20,000 pro rata 3 month contract until mid-May 2016

Location: Plymouth

Key Purpose:

1. To assist in the election of Labour and Co-operative candidates in winning the local elections in Plymouth in May 2016
2. To promote the achievements of the Labour and Co-operative City Council in Plymouth to key voters
3. To support the local Co-operative and Labour Parties in growing membership, active volunteers and presence in the community
4. To deliver the Co-operative Party's aims and objectives

Specific Responsibilities:

Campaigning and Party development

- To prepare a delivery plan for the contract period alongside the local management board and Labour Party volunteer campaign co-ordinators
- To enable and empower members and supporters to organise and campaign in their local community and win elections
- To work with candidates, elected representatives and local parties to identify, develop and organise campaigns and to motivate and organise members and supporters
- To identify campaign leaders and provide training and support to campaign leaders and members on organising, campaign and election techniques
- To assist the local parties in developing election winning campaigns involving the communities in Plymouth

- To ensure a focus on growing the Co-operative Party and broader Labour movement in the local community in target areas in Plymouth
- To organise campaign events within the constituencies
- To report on the level of all activity, organisation and engagement to the national Co-operative Party via the local board
- To work alongside any Labour Party organisers in delivering an election victory in May 2016

Community organising

- To develop community campaigns by empowering members and local communities
- To identify and collaborate with local credit unions, mutual societies, co-operative enterprises, social enterprises and build links between them and the local co-operative party

What we are looking for

The sort of person we are looking for will have the following qualities, skills and experience:

Personal qualities:

- Excellent organisational skills including ability to plan effectively
- Self-motivated
- Ability to motivate others
- Proven leadership qualities
- Commitment to Co-operative and Labour values
- Positive problem solving attitude
- Flexible and imaginative approach to resolution of issues
- Ability to learn from experience
- Ability to handle pressure and competing priorities
- Ability to work alone and in teams, and provide leadership where necessary

Experience

- Recent experience of election campaigning in the Labour movement

- Experience of/involvement in organising and/ or campaigning in the Labour movement and/or women's, youth, trade union, community or other voluntary organisations
- Involvement in local co-operative organisations (credit unions, fans trust, co-operative societies, social enterprises, Fairtrade etc.) would be an advantage

Knowledge

- General knowledge of the Co-operative Party and the Labour Party, their policies, principles and organisation

Skills

- Planning and organisational skills
- Good standard of written English
- Oral communication skills including influencing and presentation skills
- Interpersonal skills
- A familiarity with Labour Party campaign technology, particularly Contact Creator, would be an advantage
- UK driver's licence

Please note you will need to be flexible, including being available in evenings and weekends when appropriate.