

Policy Officer

Purpose of Role

Undertaking policy research, policy development and coordinating the public policy work of the Co-operative Party. This includes formulating new co-operative policy solutions and managing the internal party policy process; working with Party members, the co-operative and labour movements, and other relevant stakeholders, including policy experts across the co-operative movement on specific policy areas.

Ensuring that key Co-operative Party policy objectives are reflected in public policy debates, including the Labour Party policy processes as well as directly with Labour policy teams and policy advisers.

Key Accountabilities

Play a key role in delivering the Party's purpose; to champion co-operative and mutual models of delivery in all sectors of the economy and society.

Conduct research, analysis and monitoring of co-operative public policy issues.

Play a key role in developing the Co-operative Party's policy platform.

Co-ordinate the Party's policy process. Encouraging and supporting engagement with the process with Party members, Party Councils and branches, our Subscribing Societies and wider co-operative movement.

Develop and plan policy interventions.

Deliver policy events with the Events Co-ordinator.

Work with the Digital & Communications Officer to communicate Party policy to key internal and external audiences and support other media and communications activity as required.

Draft Co-operative Party manifestos for elections at all levels.

Assist in the development of draft legislation.

Build policy coalitions within the Co-operative and Labour movement and issue-specific policy groups.

Work with the General Secretary and the National Political and Policy Manager to influence the Labour Party on Co-operative input in to their National Policy Forums, policy reviews and Manifesto processes.

Assist in the development of campaign asks and possible project management of relevant campaigns as required.

Performance measures

The Co-operative Party policy process is conducted effectively with high levels of engagement with both internal and external stakeholders and high quality documentation throughout including the Co-operative Party manifestos.

- Influencing relevant public policy and political debates.
- Co-operative Party policy is adopted in Labour Party manifestos.
- Awareness grows among key constituents (members, politicians, media, others) of Co-operative Party policies.

Key Relationships

1. Internal

- General Secretary and National Political and Policy Manager on policy strategy and delivery.
- National Political and Policy Manager, the Political Officer (Scotland) and the Deputy General Secretary on legislation and policy work in the nations.
- National Executive Committee and Co-operative Party members and supporters on the policy process.
- Digital and Communications Officer for online and other internal and external communications.

2. External

- Co-operative movement.
- Think tanks.
- The Labour Party.
- Labour movement actors including Trade Unions and shadow teams.
- Academics and thought leaders.

Key Experience, knowledge and Skills

- Passion for, and understanding of, public policy of relevance to the co-operative movement.
- Excellent research, drafting and skills. Ability to write for all audiences.
- Ability to communicate complex ideas simply.
- Experience of managing and delivering high quality policy work across a range of policy areas.
- Excellent relationship and stakeholder management skills.
- Is highly organised and able to multitask while not allowing deadlines or priorities to slip.
- Appreciate and understand the values of the Co-operative Party, co-operative movement and the Labour Party.

Reviewed: December 2015