

# General Secretary

The General Secretary is the Chief Executive Officer of the Party and is responsible to the National Executive Committee for the executive leadership of the organisation and delivery of the Party's strategic objectives.

## Key Accountabilities

- Ensure the Party delivers on its fundamental mandate and purpose – to inject co-operative values and ideas into UK politics. By ensuring a voice for the movement in the rooms where decisions are taken and laws are made, the Party will continue to develop an environment in which co-operation can flourish and grow.
- Enable the Party to provide a leadership role within the co-operative movement, being a voice of ambition, inspiration and support to the movement in all its forms.
- Articulate the Co-operative Party's vision and purpose in a way that attracts and inspires new and existing members, galvanises political action at all levels and resonates with co-operative movement.
- Maintain and develop the Party's relationship with its subscribing Societies and affiliates ensuring they are able to play a full role in the Party and that that relationship is understood and valued at all levels.
- Develop and build the brand identity and profile of the Party.
- Building on recent successes, work to further develop the Party's financial and organisational sustainability, including further diversifying and growing its funding base.
- Oversee, prioritise, and coordinate human and financial resources to ensure they are aligned to the organisation's strategic objectives.
- Maintain effective relationships with counterparts in the labour and co-operative movements.
- Ensure the Co-operative Party's organisation, policies and practices are aligned to its role and purpose. Ensure the Party is compliant with its legal and regulatory obligations and is well run and governed.
- Manage and oversee the senior management team to ensure the development and execution of an effective workplan to deliver organisational objectives.

## Performance Measures

- The Party is continuing to grow in visibility, size and impact.
- The Co-operative Party is influential and visible in political, policy and public debates of relevance to the co-operative movement and its values.
- The Party's membership, organisational and individual, is growing.
- The Co-operative Party is a valued part of the wider labour family and movement; with strong relationships across it; and an important partner in the fight for a UK where power and wealth are shared.
- The Party has focused, committed and diverse staff team capable of delivering on the objectives of the Party.
- There continues to be strong demand from Co-operative Party members to represent the Party at all levels of government, with a clear understanding of what that entails and the special responsibilities it brings.
- Current organisational members continue to subscribe to the Party and the relationship is valued.
- The Party is compliant with all legal and regulatory requirements.

## Key Relationships

- Members of the National Executive Committee, its Sub-Committees and Board Secretary
- Staff team
- Senior figures in the Party's subscribing Societies and affiliates, and across the wider co-operative movement
- Elected representatives of the Co-operative Party in the House of Commons, House of Lords, Scottish Parliament, Welsh Assembly, Greater London Assembly and local government
- Labour Party leadership and key members of the Labour Party and the wider labour movement.
- Members, supporters and Co-operative Party activists.

## Key Experience, Knowledge & Skills

- A thorough understanding and first-hand experience of the Co-operative Party – its role, mission, strengths, challenges and relationships.
- Experience in, knowledge of, and commitment to the policies, values and principles of the co-operative movement
- Understanding of the Labour Party and the labour movement and relationships with key figures within both.
- Outstanding stakeholder engagement skills with a proven track record of managing complex and nuanced relationships in a political context.
- A high level of political judgement



- Proven ability to horizon scan – identifying, anticipating and responding to potential opportunities and risks
- Ability to work successfully under the direction of a governing body
- Understanding and knowledge of the administrative, financial and legislative requirements of managing a political organisation
- Experience in staff management and leadership and the ability to enthuse and motivate
- Experience of fundraising and income generation in a political context
- Ability to effectively oversee the prudent financial management of an organisation with a turnover of +£1m a year.
- Exceptional communication skills including the ability to represent the Party effectively in public forums and the media. Ability to write compellingly and with impact.

**Reviewed: May 2019**