



Political and Parliamentary officer

The Co-operative Party works to ensure that Co-operative values and principles play a positive influencing role within British politics and the Labour movement. The Political and Parliamentary Officer of the Party will play a crucial role in ensuring that co-operators are elected at all levels of government and that the Party's aims and objectives are well understood and supported with our key audiences.

It is an exciting time for the Co-operative Party as we seek to grow and develop, the successful candidate will join a dedicated and experienced staff team and an organisation determined that Party continues to deliver for its members and the co-operative movement.

Based: London, at the Co-operative Party offices.

Salary: £31-£34k per annum, depending on experience, plus generous annual leave, pension contribution, life assurance and pay progression. This is a full time role.

How to apply: please send your CV and covering letter to jobs@party.coop

Closes: midnight Wednesday 4th September. Interviews likely to be held week commencing 16th September.

Purpose of role

- The Political and Parliamentary Officer will play a vital role in the delivery of the Party's work to influence the legislative and policy framework in favour of co-operation.
- Work to ensure co-operators are elected to all levels of government.
- Ensure Co-operative Party's political representatives are connected to the co-operative movement and understand its priorities.

Key accountabilities

- Work to shape and deliver the legislative affairs of the Party including supporting the Parliamentary Groups. Work directly with MPs to deliver our policy and legislative agendas.
- Alongside the Deputy General Secretary and Scottish Political Officer work with Members of the Scottish Parliament, Welsh Assembly Members and the political processes in Holyrood and Cardiff Bay; work with Deputy General Secretary and Political Officer in Scotland.
- Oversee candidate search and training including managing the National Parliamentary Panel and on-going development needs and accountability of candidates.
- Assist in the delivery of elected representation involvement and leadership of Co-operative Party campaigns and policy advocacy.
- Work with relevant bodies and counterparts within the wider co-operative movement and co-operatives to ensure there is strong liaison and coordination with them on policy, campaigning, advocacy and lobbying work.
- Further develop our relationships within the labour movement, building alliances built on shared values.
- Ensure the uptake of co-operative policy by the Labour Party working directly with Labour Policy teams, parliamentarians and policy advisers.
- Assist in the successful delivery of Co-operative Party events and conferences.

Performance measures

- Co-operative Party elected representatives are promoting co-operative policies and approaches in Westminster.
- Co-operative Party is visible and influential in relevant political and policy debates.
- Good relationships with key stakeholders, including members of the co-operative movement, trades unions and socialist societies.

Key relationships

- The General Secretary and Co-operative Party team.
- Co-operative Party elected representatives in Westminster, Holyrood and Welsh Assembly
- Counterparts in Co-operative movement and co-operative organisations.
- Labour Party counterparts.
- Other campaigning, advocacy and public affairs organisations.

Key experience, knowledge and skills

- Excellent relationship management skills.
- Ability to produce high quality briefings materials.
- Strong organisational and planning skills.
- Knowledge of the policies, values, principles and objectives of the Co-operative Party.
- Knowledge of the operations of Parliament, including the passage of legislation, the work of Parliamentary Committees and the activities of the Parliamentary Labour Party.
- Knowledge of the range of organisations and work of the Labour Party and movement.
- An ability to develop and maintain effective strategic relationships with elected representatives and other relevant stakeholders.
- Excellent communication and presentation skills.
- An ability to work effectively in a team environment.
- A commitment to co-operative values and the work of the Co-operative Party.

Updated August 2019