



Political and Membership Officer (Wales)

Purpose of role

- Working with the Assistant General Secretary, Representation & Political Affairs to identify opportunities to influence public policy and legislation in Wales.
- Working with Senedd Members to implement legislative change in support of the policy objectives of the Party.
- Supporting the work of the Co-operative Group of MS.
- Supporting the delivery of the Co-operative Party's election strategies in Wales.
- Developing the Wales Co-operative Party's policy agenda and seeking to influence the Welsh Labour policy process.
- Building relationships with the co-operative movement in Wales – developing joint projects as appropriate.
- Supporting the work of Co-operative Councillors in Wales.
- Working with the General Secretary and P6 Officer to identify co-operatives in Wales who may be interesting in joining the Co-operative Party.
- Supporting the successful selection of co-operators for the Welsh Parliament and in Welsh Parliamentary constituencies
- Managing the Wales Co-operative Party's social media accounts.
- Representing the Co-operative Party within the labour, trade union and co-operative movements in Wales
- Working with the Wales Party Council and the Executive of the Wales Party Council to:
 - recruit new members to the Co-operative Party
 - work with local branches to support events and campaigns
 - engage members in policy development

Key accountabilities

- Contributing to rising membership of the Co-operative Party in Wales and increased level of activity in local branches.
- Wales Co-operative Party Manifesto development, with the support of policy and communications teams.
- Legislative affairs – Welsh Government political liaison, coordination and management, including with Welsh MPs and the civil service.
- Monitoring government activities and identify and coordinating opportunities for action, working with the Parliamentary Officer
- Coordinating Senedd and Welsh Westminster constituency selections – in line with agreed strategy
- Effectively co-ordinating the work of the Co-operative Party's network of councillors in Wales including encouraging members to consider becoming Labour & Co-operative councillors
- Coordinating with regional, local and constituency Labour Parties as appropriate.
- Working with the Communications Officer to maximise the impact of Welsh policy and political work through communication activities.



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party**

Performance measures

- Inclusive policy processes are run with high levels of engagement and impact on the policies of the Welsh Parliament.
- The Co-operative Party produces a credible manifesto for the Welsh Parliamentary election and our policies are included in Welsh Labour Manifesto.
- Co-operative Party policies are being debated and having an influence in the Welsh Parliament and in local councils.
- The selection & election/re-election of Co-operative Party candidates in Senedd constituencies in Wales.
- Party Members in Wales have a clear sense of the work being done by elected representatives to promote co-operative ideas in Cardiff Bay and Westminster.

Key relationships

- Assistant General Secretary, Representation & Political Affairs
- Wales Co-operative Party Council Chair and Secretary as well other elected Party officials
- Relevant people within the Co-operative Group and other affiliates in Wales.
- Other local co-operative movement actors and co-operatives, credit unions etc. in their areas
- Other members of Co-operative Party staff

Key experience, knowledge & skills

Essential:

- Public affairs or advocacy experience in Wales
- Ability to prioritise competing demands and ensure longer term plans and goals are delivered whilst keeping short-term demands under control
- An understanding of the Co-operative Party, its policies and processes, and a commitment to strengthening the Party in Wales
- A thorough understanding of political and policy debates taking place in Wales
- Strong relationships within the Welsh Labour and trade union movements
- A passionate interest in Welsh politics and knowledge of how to influence political and policy debates.
- Likes working from home, combined with travel to where members are based.
- Is well-organised.
- Shares the values and culture of the Co-operative Party, co-operative movement and the Labour Party.

Location: Home-based with some travel.

Hours: 21 hours per week, with some evenings and weekends.

Salary: Scale 14 (starting salary £29,957 (full time equivalent) pro rata)