



**co-operative
party**

Assistant General Secretary – Organisation & Membership

We are the party of the UK's co-operative movement, committed to building a society in where power and wealth are shared. It is an exciting time for the Co-operative Party with a strong team of activists and staff, our largest ever membership and a record group of elected representatives at all levels of government from Westminster to town halls and the devolved parliaments.

We're recruiting a new Assistant General Secretary to lead our membership and Party organisation functions, and be an important part of our Senior Management Team.

The new AGS will lead the continued development of our membership strategy and journey, working with volunteers and staff to build a compelling membership offer that recruits, retains and motivates a growing membership, and ensures that our membership is representative of the communities we serve.

They will also lead the Party's activism strategy, identifying new ways to support and involve our members in our campaigns, policy development and local activity. The AGS will oversee the support we provide to our local, regional and national units, including line management of our team of regional organisers.

The Co-operative Party is committed to being an inclusive organisation, where everyone is supported to play a part. That means the new AGS will work with our General Secretary and the National Executive to ensure we have the best procedures, policies and guidance, and that we deliver against our ambitious strategic plan. This includes overseeing the development of our operational systems, including HR, finance and IT.

The Co-operative Party values equality and diversity and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, gender identity, religion or belief, marital status, or pregnancy and maternity.

Location: London or home-based with some travel.

Hours: 35 hours per week, with some evenings and weekends.

Salary: Scale 18 (£60,000 inner London, £55,000 outside)

Benefits: Pension contributions, cycle to work, Season ticket loan, income protection scheme, generous annual leave

Purpose of role

- Working with the General Secretary and other members of the Senior management team to lead and manage the organisation and to ensure the effective delivery of the strategic objectives.
- To lead the Membership and Party Organisation team to continue to develop Party activity and membership offer.
- To develop and maintain best-practice operational systems and cultural norms for the Co-operative Party nationally and locally including for HR, member activity, finance and IT.
- To help develop and lead the strategic planning process and organisational development of the Party.
- To maintain an effective infrastructure to support the functions of the central Co-operative Party and its local parties.



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- To co-ordinate and oversee the Organisation and Party & Membership Support workstreams.
- Together with the AGS – Political Affairs, overall management of the Party in the absence of the General Secretary.

Key accountabilities

Organisation & Governance

- Maintain, and ensure compliance with, the Party's Rules.
- Oversee the disputes and disciplinary processes and committees of the Party.
- Develop, manage, and oversee good practice core operational systems and infrastructure, including HR and IT.
- Oversee the management of third-party relationships with outsourced operational functions, including accounting, audit, payroll and technological support, and ensure the service provided is best practice and good value for money.
- Oversee the secure storage and appropriate maintenance of Party data, ensuring that proper controls are in place to meet data protection requirements and that appropriate knowledge management systems are in place.
- Leading on risk management for the Party, advising and reporting to the Audit sub-committee and the NEC.
- Undertake the role of registered Party Treasurer with the Electoral Commission and associated compliance.

HR

- Line manage the organisation and party support teams.
- Help to devise and implement performance management processes for all central Party staff members.
- Maintain up-to-date job descriptions and ensure transparent, fair people management processes.
- Oversee and, where appropriate, develop and deliver training needs for staff, members and party officers.

Finance

- Establish and maintain a good practice financial management system covering both the central and local parties.
- Oversee Party Council Grant allocation and monitoring (plan development and support done by membership team).
- Oversee and support a strategy to maintain and increase income from members and supporters.

Party Support & Membership

- Oversee and support a clear and ambitious recruitment and retention strategy for the Party.
- Lead the Party's regional organising team to deliver engaging and valued local and regional activity.



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- Support good volunteer management practices through Party Support & Membership team to deliver appropriate support and training to local Party officers and activists.

Performance measures

- Robust core/central party operational systems are in place (membership, finance, HR, training, safeguarding and cybersecurity etc).
- The Party's budget is managed well and is being delivered in line with annual plans and party activities.
- Local party, volunteering and membership infrastructure has been developed and is evolving to fit the needs of a growing and changing party.
- Guidance and training for officers and activists is in place.
- The rules of the Party are clear to all employees and officers. Disputes and disciplinary incidents are managed appropriately.
- The Party is analysing and managing risk effectively.

Key relationships

- Other members of the Senior Management Team.
- The Party's external Auditors and members of the Party's NEC.
- Local Party officers.
- Operations and governance counterparts in Co-operative Societies that support the Party.
- Labour Party staff.
- Relevant post-holders within regulatory bodies including the Electoral Commission and the FCA.

Key experience, knowledge & skills

- Experience of setting up and maintaining operational systems and codes of conduct for organisations of a similar size.
- The ability and judgement to be able to support the good governance of the Party from Board to local party official levels.
- Experience of managing teams, budgets, and special events/training.
- Excellent verbal and written communication skills.
- Experience of engaging with third party suppliers to ensure effective day to day operational systems management.
- Interest in developing best practice volunteer/member management systems for a political party.
- Shares co-operative values and principles.