

Labour Party job description

Job Title: CLP Campaign Co-ordinator or Organiser

A part of the team

Every year the local constituency Labour Party elects 'officers' to carry out the organisational and campaigning priorities of the party. There are eight key posts that must be filled - chair, deputy chair, secretary, treasurer, vice-chair (membership) and vice-chair (policy), women's officer and youth officer - and at least four of these must be women. The women's officer must be a woman.

All of these office holders are automatically members of the Executive and Campaign Committee (ECC) of the constituency and form a core team that helps the party work effectively. These officers should work together to create an annual development plan for the constituency that ensures the party is a dynamic and campaigning force in the community. The officers also play a key role in liaising with the party branches and their officers.

There are also a number of functional officer posts that are essential for the party's development - membership officer, political education officer, ethnic minority officer, trade union liaison officer and a newly created post of disability officer. The CLP Campaign Co-ordinator or Organiser is a functional post.

Specific duties

- Ensures campaigning is a major element of the constituency's development plan and draws up annual campaign timetable
- Liaises with branches over local campaigning
- Helps service the constituency executive and campaign committee and ensures the committee has a representative from each branch (ie. the branch or ward organisers)
- Sets up a Labour promise target to win the seat and ensures the party identifies these promises and gets them out to vote
- Co-ordinates constituency wide campaigns in conjunction with the other officers
- Liaises with the regional and national party in the promotion of the party's campaigns
- Liaises with election agent over the election campaign strategy
- Helps develop constituency campaign resources

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- Plans engagement on policy issues with voters and the wider community through local 'Let's Talk' style meetings.
- The CLP Organisers for all ten CLPs form a key part of The Birmingham Labour Party Campaigns and Elections (Sub) Committee.