

# Labour Party job description

## Job Title: CLP Women's Officer

### 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, campaigns officer, political education officer, ethnic minority officer, trade union liaison officer and a newly created post of disability officer.

### Specific duties

#### The aims of the women's officer are to:

- Encourage women to join the party
- Encourage and empower women party members to play a full and active part in the party's activities
- Build links with women in the wider electorate through campaigning, engaging on policy issues and two way communication
- Ensure that the priorities of the constituency reflect the views and concerns of women members and women in the wider community.

#### In doing this the women's officer may want to:

- Set up a women's forum in the constituency, if one does not exist in the constituency. This then provides a team to support the women's officer in her work
- Welcome new women members, through letters, telephone contact or social events
- Organise training to encourage women members to become more involved in the party and in community activity - for example as party officers, school governors or local councillors. A good start would be to survey the interests and training needs of women members
- Set up a campaign team to recruit local women who have expressed support for the party.
- Set up a team to canvass amongst women during the daytime, run street stalls, or target campaigns at particular groups of women such as young mothers or older women
- Make contact with local branches of women's voluntary organisations, set up consultation meetings, exchange speakers and run joint campaigns
- Work with constituency and branch chairs to ensure party meetings are accessible, interesting and relevant to women

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- Work with the constituency political education officer to ensure that women's concerns are included in policy debates; organise local policy forums for women members with the wider community
- Visit branches to discuss the promotion of women's concerns and activities within the party
- Report regularly to the Executive and Campaign Committee on the activities of the women's organisation and issues facing women both within and outside the party.