

Labour Party job description

Job Title: CLP Vice-Chair (Policy)

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 Vice Chair (Policy) are to:

- Encourage local party members and supporters to participate and play a full and active part in policy making at a national, regional and local level
- Work with the Vice-Chair (Policy) of the other nine Birmingham CLPs to form the Policy Development Committee of The Birmingham Labour Party
- Work with elected representatives (MPs, MEPs and Councillors)

This includes

- Arranging policy forums and discussions involving members and supporters
- Working with the Regional Office to deliver the 'Partnership in Power' consultative programme in shaping national policy
- Working with City Council Labour Group (Shadow) Cabinet members as part of The Birmingham Labour Party Policy Development Committee in developing policy for the city
- Working with branch labour parties and councillors and/or candidates in shaping manifestos at ward level for each election
- Working with elected representatives and agents/organisers to involve supporters in policy development and running public campaigns to support this work