

## Job Description

### Islington Borough Organiser

**Job Title:** Islington Borough Organiser

**Responsible to:** The Borough Organiser Management Committee of the Islington LCF, with day-to-day line management provided by the Chair of Islington South and Finsbury Labour Party.

**Location:** 65 Barnsbury Street, London N1 with some flexibility required.

**Key purpose:** The post holder will be responsible for building and maintaining party organisation and campaign activity; delivering community-led campaigns; working with stakeholders to establish and implement an effective election campaign strategy the 2022 Local Elections and any other elections called during the period of employment.

#### **Specific Responsibilities:**

- To work with the relevant stakeholders to motivate and organise the members in preparation of, 2022 local elections and any other elections called during the period of employment.
- To lead and organise campaigning activity as determined by the Borough Organiser Management Committee.
- To lead on production of campaign materials including printed campaign material, voter ID sheets and social media campaigns.
- To develop and manage local fundraising and fundraising schemes to ensure the CLP and Labour Group have adequate funding to organise, campaign and contest elections.
- To work with Islington Labour Group and Islington South and Finsbury CLP and liaise with the local MP, Councillors, CLP and Branch officers, London Regional team and other units within the party.
- To provide training to members on election techniques, community campaigns, voter ID (doorstep and telephone), registration and postal votes.
- To build the capacity of all wards to undertake effective campaigning, working with ward organisers on relevant campaigns.
- To identify campaign leaders and provide training and support to campaign leaders and members on organising election and community campaigns.

- To support building closer links and engagement with local communities and encourage community campaigns.
- To develop communications systems with branches, members and other units of the party and affiliated organisations in the area to promote Labour's achievements and Party activities;
- To work with candidates, elected representatives and local parties to identify, develop, motivate and organise members and supporters.
- To organise visits and events for elected representatives and candidates where required.
- To plan and organise local policy forums and carry out policy and public engagement visits and events when required.
- Building up membership and membership activity in the borough in line with the Party's aims and objectives.

The post holder will be employed by the local Labour Party but will work closely with the regional team and other units of the Labour Party as appropriate on relevant issues, and will be expected to carry out ad hoc tasks as agreed with funding bodies and the Regional Director.

The post is jointly funded by Islington Labour Group and Islington South and Finsbury CLP. The work plan and priorities will be set by a Borough Organiser Committee, made up of two members of each of the funding bodies. Day to day line management will be provided by the Chair of Islington South and Finsbury Labour Party.

## Person Specification

### Islington Borough Organiser

#### Person Specification

##### Knowledge

- Knowledge and understanding of the Party organisation at branch, constituency and regional level.
- A commitment to and understanding of Labour Party values.
- Knowledge of campaigning techniques.
- Knowledge of running fundraising schemes.

##### Experience

- Significant Experience of being involved in campaigns.
- Experience working for the Labour Party on election campaigns
- Experience of organising events and motivating groups of volunteers
- Experience of using Labour Party campaign technology.
- Experience of working with and developing volunteers.

- Experience of working on own initiative.
- Experience of running successful fundraising initiatives.

Skills:

(a) Communication Skills including:

- Ability to communicate concisely both verbally and in written form □ Ability to use DTP packages to produce campaign materials
- Ability to work with and lead a wide range of people.
- Ability to motivate people.
- Ability to draft campaign literature.
- Ability to design social media campaigns.

(b) Organising skills including:

- Ability to organise recruitment and retention activities.
- Ability to organise events, such as training events.
- Ability to organise a group of volunteers.
- Ability to organise an election campaign.

(c) Administrative skills including:

- Excellent IT skills and understanding of Labour Party technology programmes
- Ability to run a well-organised office manage and prioritise own workload
- Ability to work to deadlines and in a pressured environment