

- Job Title:** Part-time Local Trainee Organiser (one day with Beckenham CLP, two days with Bromley & Chislehurst CLP).
- Responsible to:** Executive Committee of named CLPs.
- Location:** Remotely for office-related business alongside community outreach activity. (With flexibility if further national Lockdown).
- Salary:** £21,157 plus optional pension at 3% pro-rata, 22.5 hours per week for four months.  
Fixed term period from January 6<sup>th</sup> until May 5<sup>th</sup> 2022.
- Closing date:** 5<sup>th</sup> December 2021
- Key purpose:** The Local Trainee Organiser will be responsible for all aspects of Labour Party organisation within Beckenham and Bromley & Chislehurst CLPs working towards the local council elections.
- Post holder will be responsible for growing and maintaining organisation and activity campaigns in Beckenham and Bromley & Chislehurst CLPs, mobilising and recruiting Party members and supporters alongside the Executive Committees.
- This is a four-month campaign fixed term role with Beckenham and Bromley & Chislehurst Constituency Labour Parties.

## Specific Responsibilities:

- **Campaign Organisation.** Alongside the Campaign team, the trainee will organise campaigning activity within Beckenham and Bromley & Chislehurst and will help lead the agreed number of door-to-door sessions per week. This includes leafleting before and after sessions, telephoning Party volunteers to ensure sufficient attendance and helping to manage the workload on Election Day. Indicators of success will include recruiting members, and collecting emails, 'phone numbers and other agreed information. They will will help train other canvassers and help with briefing sessions.

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- **Membership.** The trainee will be expected to welcome new members, in conjunction with leading members of the Executive Committees.
- **Volunteers.** The trainee needs to identify, welcome, and encourage Party volunteers. The ability to build teams is an important skill to acquire in this role.
- **Message development, content and strategy.** The trainee will not be expected to provide political messaging and strategy, but they will be a member of a strategic committee that manages campaigns and elections. They will also be given an opportunity to work with an experienced campaign manager. They will be shown how to develop a campaign grid. Over time they will have responsibility for managing the grid. The trainee will work alongside key people in achieving this.
- **Election agent.** Working alongside the nominated Election Agent(s), the trainee will be shown how to complete all election-related forms, and will, after training, if applicable, be responsible for the completion of these at the elections.
- **Fundraising.** Working with other members, the trainee, if appropriate, will help to develop local fundraising activities in Beckenham and Bromley & Chislehurst.
- **Supporting the CLP.** The trainee will help to organise other campaign events as agreed with the campaign team and be active locally.
- **Office management.** The trainee will work remotely from home for office-based duties and manage their workspace effectively and efficiently. They will need to be compliant with GDPR.

- **Technology.** This is not an entirely computer-based role. Beckenham and Bromley & Chislehurst CLPs will provide the required training in technology and computer skills, including the use of Contact Creator and other packages. However, the trainee will need to encourage and train others to do this work and so will need excellent IT skills. For example, data entry will be required, and it is the role of the trainee alongside lead members, to supervise the accurate inputting of such information. The trainee will be working alongside leading members on leaflet design, so desktop skills are required.
- **General.** The trainee should be able to demonstrate trustworthiness and the ability to motivate a wide variety of people and deliver results to tight deadlines. Hours for campaigning are not 9-5, so they will be expected to operate on a flexible basis and undertake such tasks as shall be required. As such, hours are unspecified but there is an expectation of some evening and weekend working. This position will be based in the London borough of Bromley. The post-holder will be expected to be able to travel by car, foot/cycle or public transport to access campaigning sites.

Training in a campaign role will be on the job and is not classroom-based. The successful candidate will work closely with members of the Executive Committees and Campaign Co-ordinators.

### Labour Party

#### Person Specification

#### Local Trainee Organiser

Beckenham and Bromley & Chislehurst CLPs intend to appoint based on potential rather than attainment, so no formal qualifications are required. We are looking for an outgoing and welcoming individual who is prepared to work hard and shares our values of making the locality a strong, inclusive community.

The successful candidate should demonstrate the following personal qualities:

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- **Welcoming and outgoing.** The successful candidate will encourage all members and volunteers to be the best they are able to be, and they will be genuinely interested in people. They will need to be comfortable greeting people they meet for the first time.
- **Comfortable working to targets.** Beckenham and Bromley & Chislehurst are interested in output, so the successful candidate needs to be able to measure and report on progress.
- **Organised & Flexible.** The successful candidate needs to be someone who can organise their own time and work on their own initiative. They need to be able to see the end and be able to work back and understand what they need to do and when. The trainee will need to be flexible, if for example, there is a further national lockdown, they will need to adapt their working environment and pattern accordingly.
- **Written work.** Beckenham and Bromley & Chislehurst CLPs produce a lot of written material. The trainee will not be expected to write it but will need to ensure it is proof-read accurately before distribution, so an excellent standard of written English is essential. They will need to demonstrate the ability to communicate concisely both verbally and in written form and produce leaflets, and to have excellent IT skills.
- **Communication Skills.** The successful candidate needs to be personable, and comfortable asking people to do things for them, such as raising money, joining and so on. They will need to demonstrate an ability to work with and lead a wide range of people and to motivate others. They must be able to delegate effectively.
- **Labour Party.** Some previous voluntary activity within the Labour Party would be helpful, and applicants should be Labour Party members.