



JOB DESCRIPTION

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| JOB TITLE: | Political Officer (Organisation) |
| ACCOUNTABLE TO: | National Political Officer |
| GRADE: | 7 |
| HOURS OF WORK: | Unspecified |
| PLACE OF WORK: | National Office |

Overview

This post requires an all-round political campaigner who is able to work within local government and other political structures to advance the industrial and organisational aims of the union.

The key responsibility of the post holder is to advance the union's industrial aims through effective organisation in local government.

MAIN RESPONSIBILITIES

- 1. Co-ordinate GMB political organisation within local government, working with GMB Councillors and developing the GMB Councillors' Network, supporting regions and sections to deliver on GMB industrial and organisational priorities at a local and regional level.**
- 2. Work with National Officers, National Secretaries and GMB Regions to develop a GMB response to devolution and aid the industrial organisation of GMB through political activity.**
- 3. Identify and train GMB members and reps to stand for election at local government level.**
- 4. Co-ordinate GMB political activity within the Labour Party.**
- 5. Work with regions to identify and train GMB reps to stand for election to Parliament/European Parliament/Welsh Assembly/Scottish Parliament.**

Specific tasks and duties

Local government

- Work with GMB regions to ensure that GMB industrial aims and member interests are at the heart of any new devolution packages or positions (such as new elected Mayors or City Region deals)
- Proactively, and using own initiative, develop a national strategy for influencing and advancing GMB interests as more powers that impact GMB members are devolved
- Develop and grow the GMB Councillor Network (GMB members who are also council lords), expanding the organisation in line with increased devolution, working with support staff to ensure that the Councillors' Network information is as up to date as possible
- Manage communications between the union and GMB Councillors, including developing new platforms where needed
- Work with GMB regions to develop, organise and grow GMB groups within local government
- Work with regions to hold Councillor Conferences on a local and/or regional level.
- Organise GMB's presence at local government conferences
- Work with the appropriate national officers/secretaries to ensure that GMB political priorities are in line with member and industrial priorities in local government
- Work with the Parliamentary Political Officer to ensure that issues relevant to GMB Councillors are raised in Parliament
- Produce and commission publications and communications for the GMB Councillors Network; manage GMB Councillor Network social media.

Supporting GMB members

- Work with the Training team to develop and deliver training for GMB members, activists, reps and staff to explain the role of local government/devolved structures, their importance to GMB members and how we can influence them to deliver practical change in line with GMB's industrial and organisational aims
- Work with the Training team and Parliamentary Political Officer to develop and deliver training for GMB members, activists, reps and staff to explain the role of Westminster and devolved administrations, their importance to GMB members and how they can deliver practical change in line with GMB's industrial and organisational aims
- Work with regions to identify, train and support GMB members who wish to stand for elected office at all levels
- Work with officers and members to bring political organisation and support to disputes at local government level
- Work with the training team to develop and deliver advanced political communication training for GMB members to help them speak in public,

debate positions on platforms and appear in the press around political and policy issues

- Provide practical support, information, advice and guidance for GMB members standing in selection contests at all levels
- Manage and develop the GMB Future Candidate Programme.

Campaigning

- Work with GMB regions and industrial officers to run campaigns in local government areas in order to deliver on the industrial and organisational aims of the union
- Support regions and officers entering into industrial disputes with local authorities in developing their campaigns plans through the use of political leverage, the GMB Councillor Network and CLP/delegate network
- Work with GMB regions, RPOs and candidates to develop template election campaigns for local government candidates
- Manage GMB's election efforts, including budgets and candidate funds specified by the National Political Officer/Director of External Relations and Training up to the value of 250,000 in relation to candidates and campaigns at local and national elections.
- Produce political communication – including print, digital and event based output - tailored to the needs of different campaigns, candidates and aims within the union, including: designing basic publications, writing emails, using online content management systems and email tools, drafting speeches.

Labour Party

- Work with the National Political Officer to Co-ordinate GMB's political organisation within the Labour Party, including establishing and managing a GMB delegate network
- Develop and implement a strategy for the affiliated supporters network (of GMB members), ensuring we are recruiting new supporters and finding ways to engage members in the political process to ensure GMB's voice is heard within the Party.
- Work with the National Administration Unit and the Labour Party to ensure that GMB holds an accurate data base of affiliated supporters
- Manage the national application process for GMB Councillor political funding
- Ensure GMB priorities are addressed and supported at Labour Party conference; under the line management of the National Political Officer, organise the GMB presence at Labour Party conference and staff the GMB delegation
- Proactively develop new ways to engage with CLPs, to showcase best practice and get more GMB members involved politically

- Work with GMB and Trade Union Representatives on the Young Labour National Committee and GMB's Young Members' Network to ensure the views of young union members are represented nationally
- Monitor the internal decisions made by Labour Party bodies which could have an impact on the ability of the union's members to have a say
- Work as part of the political team to input into and organise around the NPF in order to achieve GMB aims and objectives.

Additional duties

- Attend GMB Congress, TUC Congress and Labour Party conferences as required
- Speak on behalf of GMB on public platforms and in the media
- Provide training at GMB events and workshops as required
- Develop targeted communications and publications for GMB members
- Speak to and negotiate with senior figures across the Labour movement on political issues

PERSON SPECIFICATION

The post-holder should have:

- A deep appreciation and knowledge of the labour movement and the role of GMB within the Labour Party
- The ability and experience to influence policy change through the political process, understanding what constitutes leverage and how it can be applied
- Ability to build relationships across the trade union movement
- Excellent communication and presentation skills
- Ability to bring together grassroots organisation with GMB policy and industrial priorities.
- Ability to mobilise and lead volunteers
- Ability to identify opportunities and work proactively, using own initiative with minimal supervision
- A real eye for detail and ability to see opportunities and threats in within procedures
- Ability to build networks and maintain relationships at all levels of government
- Ability to design and produce political communications
- Ability to use political communication tools such as NationBuilder

QUALIFICATIONS

- Proficient in all Microsoft packages

KNOWLEDGE

- Expert knowledge of the industrial relations landscape
- Expert knowledge of local government structures and organisation
- Expert knowledge of trade union organisation
- Expert knowledge of Labour Party structures and processes
- Expert knowledge of key figures and stakeholders in local government
- Strong knowledge of how to run communications for internal audiences
- Strong knowledge of key figures in the Labour Party
- Strong knowledge of how to achieve union priorities through political action.