Labour Party
Job Description

Job title: General Secretary – Welsh Labour

Responsible for: All staff employed by the Labour Party in Wales

Location: The post holder will be based at the Welsh Labour HQ in Cardiff

Key Purpose: The General Secretary – Welsh Labour is responsible for the effective and efficient organisation of Welsh Labour. The General Secretary will build the organisational capacity necessary to maximise Labour representation at all levels of government.

Specific Responsibilities:

- Working to implement the Welsh Labour Organisational strategy, including strategies for the promotion of membership recruitment, campaigning activity, media communications and the selection of candidates.

- Co-ordinating the work of AMs/MPs/MEPs/ and representatives of the Welsh Local Authorities to maximise support for Labour's policy programme.

- Under the political leadership of the Welsh Labour Leader and working with all other stakeholders to ensure the effective promotion of, and campaigning for the Welsh Labour Government and Labour’s Shadow Cabinet in Wales.

- Maintaining relationships with Leaders of Labour Groups in Local Authorities in Wales to ensure the effective promotion of and campaigning for Welsh Labour policies in local government.

- The co-ordination and production of all Welsh policy documents, manifestos and research briefings, ensuring they promote Welsh Labour’s policy programme in government in Wales and as the official Opposition in Westminster.
The Labour Party

- Co-ordination of effective communications between Welsh Labour and elected representatives and individual members.

- Day-to-day management of all Labour Party staff in Wales.

- Act where appropriate, as Media Spokesperson on organisational matters for Welsh Labour.

- Financial management including drawing up maintaining and controlling budgets.

- Developing and maintaining a fundraising facility to ensure a fighting fund for all elections and office infrastructure and activities.

- The servicing of the Welsh Executive Committee, the Welsh Labour Conference and the Welsh Policy Forum.

- Liaison with and maintaining good relations with affiliated and other Welsh national organisations as appropriate.

- Ensuring that the Constitution of the Labour Party is upheld by members, officers and organisations of Welsh Labour.

- Liaison with the UK General Secretary, and, other staff members and the NEC about all aspects of Party work in Wales.
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Person Specification

Knowledge

• Extensive knowledge of the Labour Party in Wales, including the work of the Welsh Labour Government and of the Official Opposition at Westminster

• Awareness of policy and policy making within Welsh Labour and across the wider party

• Knowledge of local government structures in Wales

Experience

• Experience of management including experience of strategic/corporate management.

• Experience of political organisation and campaigning within the Labour Party.

• Substantive staff and volunteer management experience.

• Experience of settling and monitoring effective targets.

• Experience of devising, profiling and monitoring budgets.

• Experience of working with a wide range of people, including politicians, local parties, affiliated organisations and external agencies.

• Experience of dealing with the media.

Skills

• Ability to communicate at all levels including an ability to give excellent written and oral presentations.

• Ability to provide leadership.

• Ability to work in a team framework and to motivate staff and volunteers.

• Ability to work in a fast-paced environment.