**Job Title: Local Organiser**

**Responsible to: York Labour Group**

**Location: City of York District**

**Key purpose: The Local Organiser will be responsible for ensuring effective campaign organisation within the City of York District for local and general elections.**

Specific Responsibilities:

* To work with York Labour Group, the local Labour Party and other key stakeholders to motivate and organise the members in the City of York District.
* To lead, plan and organise campaigning activity as determined by York Labour Group and the local Labour Party.
* To identify campaign leaders and provide training and support to campaign leaders and members on organising and campaigning.
* To work with candidates, elected representatives and the local party to execute campaign plans and identify, develop, motivate and organise members and supporters.
* To provide training to members on the Party’s campaign tools, print materials, voter ID (doorstep and telephone), registration and postal votes.
* To develop communications systems with branches, members and other units of the party and affiliated organisations in the District.
* To develop local fundraising and fundraising schemes to ensure the local party has adequate funding to organise, campaign and contest elections.
* To provide regular reports on the level of all campaign organisation and activity to York Labour Group and the local Labour Party

Person Specification

Knowledge

* Knowledge and understanding of the Party organisation at branch, constituency and regional level.
* Knowledge of campaigning techniques.
* Knowledge of running fundraising schemes.

Experience

* Experience of being involved in a campaign.
* Experience of working with volunteers.
* Experience of working on own initiative.
* Experience of fundraising.

Skills

1. Communication Skills including:

* Ability to communicate concisely both verbally and in written form.
* Ability to use DTP packages to produce leaflets.
* Ability to work with and lead a wide range of people.
* Ability to motivate people.
* Ability to draft newsletters.

1. 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.

1. Administrative skills including:
   * Ability to use Microsoft Office products.
   * Ability to run a well-organised office.