

### JOB DESCRIPTION

<b>Job Title</b>	<b>Political Officer</b>
<b>Accountable to</b>	<b>Head of Campaigns &amp; Communications</b>
<b>Grade</b>	<b>7</b>
<b>Place of Work</b>	<b>National Office</b>
<b>Hours of Work</b>	<b>Unspecified</b>

#### Overview

**The Political Officer uses all facets of political work to deliver on the industrial priorities of GMB. This role is wide ranging, and the post-holder will be expected to possess skills and a good understanding in all areas from parliament, local government and policy development to elections, Party organisation and the political development and training of GMB members.**

#### Main Responsibilities

- Develop and deliver the political campaign to support industrial priorities, disputes and agendas
- Co-ordinate GMB political activity at all levels, including:
  - Grassroots activism within GMB and GMB members within Labour
  - GMB Councillors
  - Members of Parliament and Peers
  - Ministers and Shadow Ministers
  - Parliamentary candidates and aspiring candidates
  - Run GMB's Labour Party Conference operation
- Develop and train GMB members to raise the political consciousness of the membership, and the role political action can play in achieving change for GMB members

- Develop, train and support GMB activists to stand for public office
- Develop and manage GMB's Parliamentary presences
- Develop and manage GMB's General Election strategy and resources

## **Specific Tasks and Duties**

### **Managing Resources**

- Prioritise multiple competing political demands from Sections and Regions in order to ensure the best possible outcomes for GMB. For example, we may only have 3 meetings with a Minister each year, the political team must work with the industrial teams to ensure impact is maximised.
- Manage election and selection budgets that are set by the Head of Campaigns & Communications, ensuring campaigns come in on budget.
- Manage political training and event budgets to ensure value for money
- Responsible for the opening and closing of buildings for meetings and training
- Ensure ethical procurement when purchasing political merchandise.

### **Legal**

- Ensure GMB campaigns and political activity complies with electoral law and the Trade Union Act
- Ensure all GMB campaigns and political activity is GDPR compliant

### **Working with GMB Members**

- Develop and deliver training for GMB members, activists, reps and staff on how to deliver practical change in line with GMB's industrial and organisational aims
- Help members and Officers translate their own stories into powerful political messaging, at for example, select committees or speaking at Party Conference
- Work with regions to identify, train and support GMB members who wish to stand for elected office at all levels
- 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 hands on, practical support, information, advice and guidance for GMB members standing in selection contests at all levels
- Manage and develop the GMB Future Candidate Programme
- Report to the PEI committee of the CEC

### **Campaigning and Communication**

- Be an integral part of all campaign teams, identifying political opportunities and strategies to support the industrial 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
- Manage GMB's election efforts, including budgets and candidate funds specified by the Head of Campaigns & Communications 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.
- Manage the Political Network and pages of the GMB website
- Build and develop Team GMB as the political campaigning arm of GMB
- Manage GMB's political social media channels, building audience and directly communicating with thousands of members, voters and politicians
- Build and maintain relationships with The Lobby and other political journalists.
- Speak on behalf of GMB on public platforms and in the media
- Ability to commission and interpret political polling

### **Labour Party and Wider Movement**

- Work with the Head of Campaigns & Communications to Co-ordinate GMB's political organisation within the Labour Party
- 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.
- Put system in place to ensure GMB holds an accurate data base of affiliated supporters

- Manage GMB's presence at Labour Party conference, deliver on policy areas important to GMB and run the GMB delegation
- Influence and monitor the internal decisions made by Labour Party bodies which could have an impact on GMB's voice within the Party
- Work with Policy Officers and the Labour Frontbench to deliver policies relevant to GMB members and our industrial agenda
- Coordinate activity across the movement, with sister trade unions and via TULO
- Maintaining delegate databases and Team GMB activist lists.

### **Parliament and Local Government**

- Coordinate the GMB Group of MPs and Peers
- Develop and maintain high level political networks and relationships
- Plan and run parliamentary campaigns to support our industrial agenda, influencing and changing legislation and utilising Parliamentary mechanisms to achieve our aims
- Support GMB members who are active in local government politically, including standing for office
- Work with GMB Regions

### **Person Specification**

#### **The postholder 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
- A strategic approach to planning campaigns and activity
- Ability to build relationships across the labour movement, building networks and influence
- 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
- A real eye for detail and ability to see opportunities and threats within

procedures

- Ability to build networks and maintain relationships at all levels of government
- Ability to abide to the highest levels of confidentiality

## **QUALIFICATIONS AND EXPERIENCE**

- Proficient in all Microsoft packages
- Basic design and web skills are highly desirable
- Experience working within a political environment is essential
- Experience working in and around Parliament and the Labour Party is essential

## **KNOWLEDGE**

- Expert knowledge of the industrial landscape and GMB structures
- Expert knowledge of Labour Party structures and processes
- Expert knowledge of local government structures and organisation
- Expert knowledge of trade union organisation
- Expert knowledge of electoral law
- Expert knowledge of all key political figures and contacts and the political landscape
- Expert understanding of Parliamentary procedure and processes
- Strong knowledge of how to run communications for internal audiences
- Strong knowledge of how to achieve union priorities through political action