

Labour International Executive Committee (LIEC)

CLP Chair

Job Role

Who are we?

Labour International (LI) is the constituency party for UK Labour Party members living abroad.

LI has seen considerable changes in the last 5 years: a massive increase of membership from 700 to over 3,000 members and an increase of branches from 7 to 25 branches. The structure of LIEC has also changed from a small executive of 6 members to one of 14 members and also co-opted non-voting members. This has resulted in an explosion of member and branch activism.

Local parties depend on leadership from the CLP Chair. Other officers look to the Chair to provide support and direction and members depend on their leadership to organise and inspire them in effective campaigns.

The LIEC is the administrative body of LIEC. The officers act in a voluntary capacity and are elected by LI members every two years. The principle role of the LIEC is to ensure that LI runs smoothly and effectively.

We also have a delegate-based General Committee (GC) that is responsible for determining LI policy.

What will be your role?

This is a key volunteer role and offers an opportunity to be at centre stage of transforming LI into an active and connected CLP, campaigning to promote Labour Party policies and a Labour Party victory in General Elections. Effective Chairs facilitate meetings and decisions and ensure the CLP operates fairly. The role requires impartiality, co-ordination, diligence and excellent communication and leadership skills.

Your main aims and responsibilities are:

- Contributing to LI becoming an outward looking CLP by ensuring that LI members are up-to-date with LI and LP business, so that they can work together for a Labour Victory.
- Leading and building the strategic direction of the CLP.
- Supporting and encouraging an effective officer team, that keeps in regular contact with each other.
- Providing a warm welcome for all members and ensuring they have a stake in the direction of the CLP.
- Chairing CLP meetings in a fair and open way in accordance with the Labour Party rules.
- Having an overview of all roles within the CLP.
- Ensuring Standing Orders are up to date and comply with Labour Party rules.

- Together with LI equality officers taking steps to ensure that young, women, BAME, LGBT and disabled members are adequately represented and supported.
- With the LIEC, working to ensure that members of LI are not subjected to harassment or abuse within LI and the LP, including at branch and group meetings and online.
- Ensuring that LI members are aware of the [guidelines and code of conduct](#).

Some ideas of what your role could include:

Working with other LIEC officers, and talking to LI members, you can decide the priorities of how this role should be developed and what is needed for the smooth running of LI. Here are some ideas of what this can involve:

- Working closely with other officers - especially the CLP Secretary, as part of the LI Secretariat to organise the dates of LIEC and GC meetings for the year and making sure the dates and agendas are communicated to members, with a reminder closer to the time.
- Putting together a 12 month development plan for your CLP. Organising follow up meetings to ensure they are sticking to your plan.
- Making LIEC and GC meetings as open as possible and encouraging political discussions and lively debates that relate to the following key functions of the CLP: campaigning, branch development and the LP Rulebook .
- Contributing to ideas around fundraising, working closely with the CLP Secretary and Treasurer.
- Ensuring that tasks identified will be allocated to officers responsible for taking the task forward.
- Supporting officers in their roles.
- Ensuring that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Getting good communication systems in place and regular meetings with branch officers so that important information is passed on – this will make your job easier too.
- Ensuring the CLP adheres to the Labour Party Rulebook.

It could also include:

- Working with your CLP Secretary and other CLP officers to plan a range of different campaigning activities, social events, coffee mornings and policy discussions.
- Bringing guest speakers along to events
- Working with your CLP Secretary and vice-chair (Membership) to appoint branch captains or buddies who can help with member engagement work and to welcome new members.
- Encouraging members to connect with the local communities.

For more information about your role please visit:

<https://labour.org.uk/members/my-membership/my-local-party/local-team/clp-chair/>

What skills/knowledge should you have?

- You will need regular personal access to the internet.
- A working knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders
- Good communication skills.
- Able to use, or are willing to learn how to use LI communication tools such as email, word documents, Slack and social media.
- You will need to be organised and are able to prioritise work effectively under tight deadlines.
- The role requires impartiality, co-ordination, diligence and excellent communication and leadership skills.
- Working knowledge of the LP Rulebook and LI Standing Orders

What you can bring to the job

- Good communication skills; friendly and approachable
- Enjoy working collaboratively as part of a team including information-sharing.
- A willingness to learn from others and also take the initiative
- An ability to change, adapt and work proactively.
- The ability to motivate and persuade
- The ability to delegate and develop and create a team.
- Have enthusiasm and commitment

Lines of Communication

You will be a voting member of the Labour International Executive Committee (LIEC) and will work closely with the LIEC and General Committee. You will also work alongside volunteer LI members, making sure you work together as a team.

How much time will all this take?

This is a very busy and time-consuming role. You will need to be available at weekends to attend LIEC, GC and some All Members Meeting meetings.

You are likely to be extra busy during local and general election times.

How to apply

Elections for all LIEC roles take place in odd-numbered years. By-elections may be held at other times if there are vacancies.

Labour international members are notified when nominations are open, and provided with instructions and a nominations form to fill in and submit.

To apply as a candidate you need to write a personal statement of up to 200 words stating the skills you can bring and pointing out how you would develop this role.

You also need to be nominated by two other LI members or one branch.

This post is NOT open to job share.

Useful links:

Labour International website <https://www.labourinternational.net/>

GLU - legal_queries@labour.org.uk

Rulebook - <https://labour.org.uk/wp-content/uploads/2020/04/rulebook-2020.pdf>