

Labour International Executive Committee (LIEC)

Policy and Campaigns Officer

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. The policy officer role plays a crucial role in informing members of the policy issues behind campaigning.

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.

A strong CLP Policy Officer will help to facilitate discussions around policy topics, inform members about the process of party policy formation, encourage members to take part in consultation events and formulate policy submissions around issues that are important to them and facilitate their submission to the Party.

Your main aims 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.
- Offering members meaningful opportunities to play their part in developing Labour Party policies.
- Helping members learn about and engage with current Labour Party policy consultations.
- Empowering members to formulate and develop policies that will make a positive difference at community level.
- Acting as a main point of contact in your CLP with the Policy Development Team based in Head Office. You will liaise with your regional NPF representatives to help you.

- 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:

This role is varied and exciting, requiring dedication and continuous learning, and you can make a real difference to your CLP and the wider party through this position. You will be pro-actively working with members in your CLP and with the wider party, giving them meaningful opportunities to assist in developing the Labour Party policy platform that they would ultimately like to see in our manifesto.

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 might involve:

- Working with your local NPF Representatives and the Policy Development Team to communicate their work to members in your CLP, and support members to engage with the policy making process.
- Working with members, to encourage them to feed their policy ideas into the NPF, either as individuals or as part of a CLP-wide initiative.
- Capturing members' expertise and enthusiasm and bringing LP policy-making to life.
- Informing and advising members of the entire process of LP policy-making from beginning to end.
- Helping branches and other LIEC officers to access guest speakers who can attend meetings, including LI members who have particular expertise.
- Helping to organise and facilitate regular policy discussions.
- Keeping yourself and others informed about current party policy consultations, procedures and strategies, as well as wider political matters, including attending online discussion and seminars.
- Working with other Executive Committee members (especially the Political Education Officer) to deliver educational sessions on party policy consultations and procedures.
- Working closely with equalities officers to ensure all voices are heard in the policy making process.
- Developing a strong understanding of Labour Party policy making processes and keep abreast of changes to this.
- Ensuring that policy development feeds into local campaigns and community organising activity and vice versa.
- Posting articles on policy issues in the LI FB groups and elsewhere.
- Running all-members meetings to inform members of policy issues and to encourage discussion around them.

It could also include:

- Helping members to formulate and submit policy motions to their branches and the General Committee (GC).
- Encouraging LI members to write policy articles for the LI newsletter.
- With the NPF rep, organising sessions to explain the policy making progress and the role of the NPF.
- Advising branches on how to organise Open Branch Meetings on policy issues.
- Encouraging branches to have policy discussions as a regular item on branch meeting agendas.
- Encouraging members to attend the LP Women's and Annual Conferences as visitors or delegates.

For more information on your role visit:

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-policy-officer-role-description/>

What skills/knowledge should you have?

- You will need regular personal access to the internet.
- Good communication skills
- A working knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders.
- A working knowledge or are willing to learn about the LP policy-making process.
- You will need to be organised and are able to prioritise work effectively under tight deadlines.
- Able to use or are willing to learn how to use LI communication tools such as email, word documents, Slack and social media.

What you can bring to the job

- 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 role that requires ongoing input to a greater or lesser degree. 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 a nominations form to fill in and submit.

To be nominated 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. The name, email address and membership number of each candidate and nominator must be provided with the application.

This post is 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>