

# **Labour International Executive Committee (LIEC)**

## **Political Education 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 political education officer plays a vital role in helping members to gain understanding around policy formation and the direction of the Labour Party.

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. The role of LI Political Education officer is all about ensuring that members feel confident, well prepared and informed to campaign for the Labour Party and understand current issues at CLP and at LP national level. You don't have to deliver all the training yourself! Your role is to make sure that members are informed and active.

Political education is essential for members who want to work for a Labour Victory. It can take many forms – All Members and open branch meetings, posts on social media, short films, and seminars and meetings organised by the Labour Party and other organisations.

Labour Party (LI) members are spread across the globe and are unable to attend or easily access LP training and information resources. Because of this much of this work will be done online.

#### **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.
- Ensuring that LI member receive the political education they need to play an effective role in campaigning for a Labour government.

- Equipping members with the skills and information to build LI into an effective campaigning CLP,
- Ensuring that members feel confident and well informed about LP policies and fully equipped to play an active role in LI and the wider LP.
- 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 LP [guidelines and code of conduct](#).

### **Some ideas of what your role could include:**

Working with other LIEC officers and volunteers you can decide the priorities of how this role should be developed and what is needed for the smooth running of LI. Remember - you don't need to deliver all the political education/training yourself! Instead it is about enabling political education and training to take place.

Here are some ideas of what this might involve:

- Working with the LIEC, to identify and review the political education, training and information needs of the LI membership so that they can actively campaign for a Labour victory, and setting up a training and information programme with events and activities throughout the year.
- Accessing speakers/presenters for All Members Meetings.
- Being aware of and searching for suitable online training and information materials such as web-based seminars, printed manuals, training videos, and informing members about them
- Helping to keep members up-to-date with LP campaigns, priorities, and policies. You'll work closely with the LIEC policy and campaigns Officer to set up All Members meetings to encourage member discussion.
- Working with the LIEC Policy and campaigns officer to host public events on policy issues.
- Identifying talent in others, encouraging and supporting those who want to get involved and motivating them to take up political education and training initiatives.
- Working with and regularly reporting back to the LIEC and to the AGM.
- Maintaining contact with the national LP education officer as appropriate
- Together with LI equality officers helping to identify and develop resources that can be targeted at the needs of youth, women, BAME, LGBT and disabled members.
- 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.

### **It could also include:**

- Identifying members with special skills in education and training in order to help you deliver political education and training.
- Helping to prepare LI delegates for the LP Women's and annual Conference.
- Helping to update the LI new members handbook and the branch secretary's handbook as necessary.

- Having input into the organisation of LI fringe meetings and LP national conference and the LI yearly meetings.
- Writing articles for the LI newsletter.

For more information on your role visit:

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

## **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
- You will need to be organised and are able to prioritise work effectively under tight deadlines.
- 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.
- An understanding of the training and information needs of LI members
- A working knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders
- Administrative, organisational and interpersonal skills.
- Ability to prioritise work effectively.

## **What you can bring to the job**

- Be friendly and approachable
- A willingness to learn from others and also take the initiative and offer new ideas.
- An ability to change, adapt and work proactively.
- The ability to motivate and persuade
- Have enthusiasm and commitment
- Be organised
- Be willing to work collaboratively as part of a team, to share information and a willingness to learn from others

## **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?**

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](mailto:legal_queries@labour.org.uk)

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

January 2021