

JOB DESCRIPTION

JOB TITLE: Regional Political, Policy & Research Administrator

Location: London Region

Grade: 6

Hours of Work: UNSPECIFIED

Reporting to: Regional Policy & Operations Manager

MAIN RESPONSIBILITIES:

The postholder will have primary responsibility to support the Regional Political Officer and will work closely with the Regional Secretary, branches, the Regional Political Committee to report and shape our political campaigning and communications objectives.

The postholder is integral to our regional communications and liaison with MPs, Councillors and other campaign groups.

Key responsibilities extend to

- co-ordinate regional political education programmes and provide high quality support on political policy research.
- Assist in the implementation of union and regional political policies in our workplaces, lay committee structures and official structures.
- Provide extensive administration, political, policy and research and producing detailed reports and statistics on election results, election data and other political matters.
- Design and maintain accurate and secure databases of networks and contacts of MPs, councillors/ Assembly Members and branch postholders and provide technical support regarding GMB membership system data.
- Understanding and keeping abreast of political funding legislation and the political environment of the labour movement.
- Ensuring that union policy is accurately and effectively communicated using internal and public communications platforms including websites and social media.

SPECIFIC TASKS AND DUTIES:

- Work closely with the Regional Political Officer, Regional Secretary's Office and Regional President and undertake comprehensive administrative support to the Regional Political Committee and support for Regional Branch Political Officers.
- To carry out other duties as designated by the Regional Secretary, Regional Political Officer and Regional Policy & Operations Manager according to regional requirements.
- Ability to accept new duties as the role develops via the requirements of the Regional Political Committee.

Meeting & Admin Support

- Diary and meeting management including accurate minute recording and booking venues, speakers, and officials
- Manage and co-ordinate papers and documents for the Regional Political Committee, and any other meetings as designed by the Regional Political Officer or Regional Secretary's office.
- Communicate relevant information to GMB Political Committee and Regional Political Officers, and/or Branch Political Officers which can be sensitive and/or confidential.
- Attending Regional Political Committee meetings, political education training, Regional Council/ Committee meetings, Congress and Conferences and events when required
- Operating technical equipment and tools to assist in political training and ensure meetings and events run smoothly
- Attending meetings at branch or workplaces with regional officials for the purpose of assistance in organising, recruitment and campaigning.
- Plan and organise Prospective Parliamentary Selection Panel interviews together with Regional Political Officer and act as a panel member for interviews.

Finance/ Budgets

- Manage and maintain a database of regional affiliations to CLPs and TUC and arrange for cheques to be processed and mailed in accordance to agreed deadlines.
- Purchase of equipment and sundries on behalf of the Union.
- Maintain database of political spend

Reporting

- Providing specific time limited data to support GMB political campaigns and assist in developing political and industrial campaign strategies.
- Preparation and distribution of regular statistical analysis reports on political performance, trend analysis and other statistical reports as required by Regional Political Officer and Regional Secretary, senior and other regional officers
- Work with Senior Organisers and administration support staff in developing and administering reports and materials for political meetings, ballots and campaigns.

Membership system

- Effective use of the GMB membership system for validation and member administration.
- Interrogation and accurate monitoring of the GMB membership database for preparation of statistical reports and production of accurate and detailed analysis reports
- Liaising with Senior Officials of the London Region and NAU on IT and membership system.

Databases

- Designing, developing and maintaining databases, computer systems, tools and reporting systems to assist the Political Officer to maximise data control, enhance the membership system and report on regional performance.
- Creating and maintaining a database of Branch Political Officers and administer invitations to training courses and meetings.
- Maintaining and administration of the London Region political affiliations database
- Sole responsibility for the accuracy, design and maintenance of the regional Councillors database and network and using this network to effectively communicate information on GMB campaigns and initiatives

Training and Education

- Assist in the preparation and co-ordination of political education course materials.
- Assist in delivery of political education to regional officials, staff and activists
- Assist in the production of candidate selection materials and arrange for materials to be produced in line with budget.

Research & policy

- Undertake policy research and assistance for lay representatives, regional officers
- Carry out research and intelligence for the production of materials and communications for political and social media Committees and online platforms
- Design and create graphics for regional website and social media
- Administration, monitoring and co-ordination of key surveys, campaigns and projects.
- Monitor political party activities and communicate relevant information to Political and Regional team.

Interaction with Members, Branches or other organisations

- Dealing with members' queries and complaints and fielding telephone calls and emails and responding appropriately
- Liaise with local government councillors and other public officials including MPs
- Sole responsibility for the Regional Support mailbox and this includes prompt action and dissemination of issues to regional organisers to resolve members issues
- Extracting data and distribution of confidential and sensitive documentation.

Political Press and Media

- Handle membership, media and public enquiries as required
- Watching brief to monitor and communicate using the region's social media and digital platforms and report any breaches of GMB Policy to the Regional Secretary and/or GMB Data Protection Officer.
- Manage and maintain social media content relating to the Political Department and ensuring an effective online presence for the GMB London Region.
- Work with the Press and Media Officer to design and enhance effective communication of political campaign materials
- Design and create graphics for regional website and social media
- Cover and support Regional Press and Media Officer on distribution of member communications
- Administration of mailings, and mass communication on political activities and campaigns to Labour Councillors, CLP Secretaries and branches
- The postholder would be expected to proofread material, upload content onto websites and social media platforms and work with the Press Officer to ensure that content on the Political section of the Regional website is timely and accurate

ADDITIONAL TASKS AND RESPONSIBILITIES:

- Working away from the office with occasional overnight stays
- Work at other offices as and when required.
- Attend meetings with the Regional Political Officer
- Provide administrative cover for other political, policy and support staff and assisting in special or emergency situations.

PERSON SPECIFICATION:

- Excellent administration and organising skills to high standard.
- Good standard of oral and written communication skills including the ability to communicate effectively and appropriately with a variety of people and organisations in a positive and helpful manner.
- Good interpersonal skills including having empathy and understanding in order to provide a support service to GMB London Region and National members.
- Ability to produce work to a high standard ensuring accuracy and close attention to detail.
- Ability to be discreet with confidential, contentious and sensitive materials is essential and make personal judgements as required.

- Ability to exercise initiative in dealing with members' problems and identifying solutions.
- Ability to work in a fast paced and frequently high-pressure environment both to a specific work programme and frequent on demand ad hoc requests is essential
- Ability to prioritise workload, undertake projects and work to deadlines, alongside day-to-day requests for assistance often under pressure.
- The ability to work flexibly, independently and on your own initiative and to co-operate with colleagues in team activities.
- Requirement to work unspecified hours

KNOWLEDGE:

- Broad knowledge of all levels of GMB structures, aims, policies, procedures and practices
- Knowledge of GMB policy and development along with experience of implementation in areas of political/ social sensitivity
- Extensive understanding of political policy and legislation affecting workplaces, employment and the wider trade union movement.
- Specialist knowledge of national and local government policies, election processes, rules and procedures at all levels, national, local and regional and by-elections
- Ability to understand and interpret complex material to produce advice, campaign or course materials
- Policy and research background and ability to use computer applications to a high standard
- Knowledge of administering election campaigns, materials needed and organisational skills relevant to such campaigns.
- Knowledge of political processes and environments, including issues affecting the Trade Union Movement, the Labour Party, and campaign and socialist organisations and groups.
- Extensive knowledge of using a wide range of online and digital systems, computer applications and platforms and the ability to use the Internet for retrieving information and compiling research.
- Ability to understand and interrogate Labour Party constituency data and political websites
- Excellent and accurate keyboard and IT skills, together with a readiness to use online databases.

EXPERIENCE:

- The post-holder should have attained a comparable mix of education and experience.
- A commitment to the principles and objectives of the Trade Union Movement and understanding of trade union approaches is essential.
- The understanding of working in political and industrial environments.
- Experience of GMB@Work principles and impact
- Proven experience of working to tight deadlines, as part of a team, and on their own using initiatives in coping with the demands of the post.
- Experience of giving practical advice to the Union's officials, lay representatives and other external sources in accessible formats.