

Job and person specification - Members of Parliament

1. Job description

A Responsibilities will include:

- 1 Representing the constituency and constituents by:
 - Building an effective relationship with voters
 - Being actively accountable
 - Dealing with individual casework within the constituency
 - Attending Parliamentary sessions and serving on the committees of parliament as appropriate
 - Encouraging awareness of the work of Parliament.
- 2 Making decisions in those areas for which Parliament has competence, including:
 - Budget
 - Education
 - Employment & Trade
 - Foreign Policy
 - Legislation
 - National Security
- 3 Participating in the effective operation of the Parliamentary Labour Party.
- 4 Managing an office, employing staff and controlling budget and resources.
- 5 Working closely with MEPs, MPs, elected members on devolved bodies, local councillors and community representatives in their locality.
- 6 Working to develop the local Labour Party with local party members representatives such as councillors and party officers, including campaigns, information, training, and other initiatives.
- 7 Working closely with local, regional, national and European authorities to help develop a supportive and dynamic working relationship between Parliament and those authorities.
- 8 Working with voluntary, community and statutory organisations in their locality, regionally and nationally, for example schools, Training and Enterprise Councils, Regional Development Agencies, universities etc.

- 9 Working with social partners, trade unions and business organisations, to encourage sustainable development within the constituency.
- 10 Helping to develop and promote the national and international policies of the Labour Party.
- 11 Ensuring political accountability to the Constituency Labour Party, and to maintain an active presence in the constituency and to be able to respond to constituents' problems and queries as appropriate.

2. Person Specification:

The Parliamentary Labour Party is keen for candidates to draw on a wide range of knowledge, skills, experiences and backgrounds and also to be able to demonstrate the relevance of these abilities to Parliament. Candidates should demonstrate the ability and potential for making a significant and imaginative contribution to the development of Parliament and to the political, economic, social and cultural development of the UK.

A Labour Party experience

- 1 You should be able to demonstrate a record of relevant experience and/or commitment to the Labour Party. (Applicants will normally be expected to have 12 months continuous party membership at the time of application).

B Other life experience

- 1 You should be able to give evidence of other experience outside the Labour Party and demonstrate its relevance to the position of an MP. This experience might include:
 - Voluntary sector experience - for example tenants' groups, community groups, charity work, campaigns, etc
 - Public service experience - for example local government, trade union, magistrate, etc
 - Work, family or caring experience - providing a background in any of the skills given below.
 - Worldly experience - for example training or work experience outside the UK or with non UK organisations; associations with international bodies or groups; voluntary activities outside the UK

C Knowledge

- 1 You should be able to demonstrate a knowledge and understanding of Labour Party policy and of policy issues and processes.
- 2 In your application please give any example of your involvement in making and implementing policy. Also please give evidence of your understanding of Labour Party policy and of how important

decisions are made in, for example, local, devolved, or national government, or the European Union.

D Communication skills

- 1 You should be able to demonstrate the ability to communicate effectively, both orally and in writing.
- 2 For example, give evidence of your ability to give presentations, make speeches, draft documents, negotiate, write reports, etc.

E Campaigning skills

- 1 You should be able to demonstrate the ability to plan and carry out an effective campaign, and show a knowledge and understanding of a range of campaigning methods.
- 2 For example, give evidence of any campaigns in which you have been actively involved, and outline the different methods you used in getting the message over to your target audience.

F Representational and problem solving skills

- 1 You should be able to demonstrate the ability to represent others and construct and present a case effectively.
- 2 For example, taking up a case on behalf of another person, finding out the options for solving the problem, presenting the case and keeping the person informed.

G Interpersonal, teamwork and liaison skills

- 1 You should be able to demonstrate the ability to listen, communicate and relate well to others, plus the ability to work collaboratively with people from a wide range of backgrounds and communities.
- 2 For example, give evidence of your ability to deal with the public, to work with different public, private and community organisations, and to work collaboratively with colleagues – particularly in leadership positions.

H Delegation and management skills

- 1 Managing personnel, premises, budgets and resources

I Other skills

- 1 Any other relevant skills, which might include:
 - Media skills: ability to deal effectively with a wide range of media
 - Planning and time management skills: ability to cope with a varied and demanding work programme, involving travel and organisation at different workplaces
 - Language skills: ability to communicate in other languages

Further information from:

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