



LHG Administration and Communications Support Worker

We have secured funding for this post for at least 2 years, to support LHG's Secretary and help to develop LHG's capacity as a Socialist Society affiliated to the Labour Party.

Job description

Regular tasks:

1. **Meeting admin:** attend and note EC meetings and AGMs, type up and distribute notes (within 5 working days of the meeting/AGM), monitor feedback on errors/omissions and prepare final draft (within 5 working days)
2. **Arrange meetings:** liaise with Secretary to prepare and distribute agendas, set up Zooms or find venues
3. **Mailings:** send out newsletters and mailings to membership
4. **Manage social media output:** Twitter and Facebook
5. **Update LHG website pages:** upload news items, resources, branch news, events etc
6. **Branch liaison:** support branches with meeting notices and notes
7. **Policy Days and Fringe meetings:** communicate with speakers, find venues, produce and disseminate publicity
8. **Press & Publicity:** compile and manage lists for publicity about LHG activities and campaigns, and develop a publicity strategy
9. **Recruitment and capacity building:** help the Executive Committee to grow the membership and to build LHG's capacity
10. **Other activities as required**

Occasional tasks

11. **Membership work** – to support Membership Officer as required

Job requirements

- Admin experience
- Website and social media experience if possible
- Able to use standard office IT packages and Zoom (must have own computer)
- Ability to self-direct
- Must respect confidentiality

- Be sympathetic to aims and values of the Labour Party and eligible to be a member of the Labour Party
- Flexibility – able to work on Saturdays once every 2 months, and to cope with variable workload

Future work is planned to support LHG's Housing is a Human Right campaign:

- Send out information to the wider Labour Party, TU movement, and other interested parties
- Liaise with researchers working on a feasibility study
- Liaise with campaigners in Scotland and Wales
- Convene meetings of task group

Job specifics

- Self-employed status, initially for a 2 year period
- Hours flexible: an average of 10 hours per month, with peaks around Jan-March (AGM), May-July, and September (Annual Conference) and October (Policy Day)
- Pay rate: £12.71 per hour
- Location: anywhere in UK
- Line managed by LHG Secretary and one other Exec member

Expenses:

- Travel to meetings will be an exception; travel costs will be reimbursed at standard class train / bus fare, time taken to travel to be discussed
- Other expenses likely to be minimal: occasional postal costs, and printing (all to be reimbursed)

Copies of all key documents (e.g. minutes, letters, reports, policies) to be stored in a dedicated online storage system.