**POST NO: BSS10**

**Grade 3**

Transport Salaried Staffs’ Association

**JOB DESCRIPTION**

**JOB TITLE: Political Officer**

**RESPONSIBLE TO:** Head of Communications and Media

**RESPONSIBLE FOR:** No paid staff

**PURPOSE OF THE JOB:**

To work with the communications team, other staff and strategic alliance partners to develop, plan and pursue campaigning initiatives that build an active movement campaigning for TSSAs policies and objectives. To develop the political consciousness of TSSA’s political activists.

To work under guidance from the Assistant General Secretary to develop TSSA’s relationship with politicians to help to increase their awareness and support of TSSA policies, campaigns and events. To build and maintain relationships with the Labour Party, other trade unions, TUC, STUC and WTUC to maximise TSSA’s political voice.

**KEY INTERNAL RELATIONSHIPS**

Other paid staff particularly

* General Secretary, AGS and Organising Directors
* Communications Manager and Policy Adviser
* TSSA Media Officer
* Organisers
* Lay reps and activists

**KEY EXTERNAL RELATIONSHIPS**

Labour Party/TULO

TSSA supported CLPs and their MPs

Other transport unions and transport campaign groups

Other Labour affiliated trade unions

Community and political groups

Business groups

**CRITICAL OUTCOMES**

* To work with the Communications Team to develop and deliver a communications strategy that is closely aligned to TSSA’s organisational objectives
* Visible and effective community and political campaigns to promote TSSA policies and objectives
* Evolution of a ‘lay TSSA Labour group’ that advises on the overall strategic approach
* A strategic approach to the political development of TSSA lay activists which delivers greater lay involvement in the Labour Party
* Making sure that TSSA’s policies on transport, economic and other key political matters are heard at Westminster, Scottish Parliament, Welsh and London Assemblies, TULO and the Labour Party.

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| PERSON SPECIFICATION |
| **JOB TITLE:** | Political Officer  | **POST NOs:** | BSS10 |
| ESSENTIAL | DESIRABLE |
| **Skills** |
| * Ability to plan and execute organising projects and political campaigns that meet TSSAs strategic outcomes
* Project management skills
* Ability to identify, support, mentor, develop and motivate lay reps, activists and community and political volunteers
* Ability to provide leadership for activists and volunteers to help deliver the political outcomes of the organisation
* Able to deliver training on political organising to activists and volunteers
* Ability to influence others
* Well-developed analytical and problem solving skills
* Advanced networking skills
* Good verbal and written communication skills with the ability to communicate effectively with a range of audiences
* Public speaking and presentation skills (incl. Use of visual aids)
* Computer literate including Microsoft Word, Excel, PowerPoint, Outlook, use of internet
* Ability to develop constructive relationships with members, activists, key stakeholders s in politics, business and the community
* Ability to work as part of a team
 | * Able to use website content management systems
* Knowledge of membership and contact database systems
* Able to handle tension and conflict with those who may hold opposing beliefs and views
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| Knowledge and Experience |
| * Good knowledge of employment, trade union and workplace issues, and trade union services
* Good knowledge of political and parliamentary structures and how they should be used
* Good knowledge and experience of strategic organising and campaigning in a trade union, voluntary, political or community context
* Experience of devising and delivering training courses to activists and volunteers
* Good understanding of volunteer and paid staff relationships
 | * Knowledge of TSSA
* Knowledge of Labour Party
* Knowledge of transport and travel trade industries
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| Qualifications/Affiliations |
|  | * Membership of the Labour party
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| Other Personal Attributes |
| * Able to come to terms with change and work differently
* Ability to work unsocial hours
* Self-motivated and resilient to setbacks and demands
* Commitment /empathy to TU movement, members and potential members and the Labour Party
* Able to work alone and in teams
* Knowledge and experience of equality and diversity. Understanding and commitment to the Association’s Equal Opportunities and Diversity Policy.
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