

Job Adverts

Eastleigh Local Authority Local Party

Closing Date –7pm on Friday 17th November 2023
(See note 2 on the Agenda)

Local Party Chair

- Chair Meetings
- Keep in touch and direct the activities of the Local Party (LP)
- Links the LP to other levels of the Party
- PPERA responsibilities (jointly with Treasurer)
- Make sure decisions are turned into actions
- Provide leadership in fulfilling the Development Plan
- Responsible for LP data protection

Treasurer

- Prepares budget
- Keeps accounts and records as required by PPERA
- Donation reports
- Advises on Fund-raising programme
- Campaign Expenditure return

Elections Officer

- Responsible for Membership and Connect data
- Liaise with Membership Services
- Ensures that changes to members data are passed on promptly
- Ensures LP is GDPR compliant

Secretary

- Provides agendas, venues and minutes of meetings
- Diary of LP Events
- Ensures LP keeps to its Constitution
- Provides content for Newsletter

Membership Development Officer

- Organises and runs membership recruitment and renewal campaigns
- Ensure that the LP has a wide range of social and political activities to facilitate member retention
- Ensure that there are regular members newsletters

Diversity Officer

- Reach out to engage with ethnic minorities
- Promote LGBT+ within the LP
- Increase awareness for the disabled within the LP
- Promote Gender Equality

Other Roles

- Vice Chair-*to deputies in the absence of Chair*
- Executive Committee Members
- Youth & Student Representative