

RESULTS UK Job Description: Campaigns Coordinator (permanent)

About RESULTS

There are many organisations working to fight hunger and poverty around the world. RESULTS focus is unique: we seek to make change in the world through utilising a combination of Grassroots advocacy, Parliamentary advocacy, and Policy advocacy to create the public and political will to end poverty.

At the Grassroots level we have a network of campaigning groups and individuals across the UK that regularly take advocacy actions (such as write to a Minister or meet their MP), with well-researched and timely policy asks.

At the Parliamentary level we have a small team of experts that work to inspire and support parliamentarians in the UK Parliament (as well as the European Parliament) to become champions for ending poverty; raising awareness, calling for action and holding governments to account.

At the Policy level we have a team of in-house experts, recognised throughout the sector as being among the best in their fields. Alongside publishing original research and supporting our grassroots and Parliamentary teams with up-to-the-minute information on our issues, they also advocate directly with staff at policy-making organisations like the Department for International Development or the World Bank.

At the International level we work with RESULTS USA, Australia, Japan, Canada and Mexico. In international health we also work closely with partners in India, Kenya, Zambia and elsewhere through the international ACTION Global Health Advocacy Partnership. (www.action.org).

RESULTS UK believes the building blocks of the end of poverty can be most simply articulated as “health, education, and economic opportunities”. These are the things that all people, wherever they live, need and have a right to. Within these three areas, we prioritise a small number of specific issues where we can have most influence to achieve much needed development progress.

Within “health”, we work to strengthen the global fight against Tuberculosis (TB); promote key

RESULTS

means to improve child survival and health; promote key interventions to reduce under-nutrition; and work with others to advocate for the strengthening of health systems in developing countries. Within “education”, we advocate for the achievement of ‘education for all’, prioritising the most marginalised; and we call for the resources and policy changes needed to strengthen education systems in developing countries to deliver good quality learning for all. Within “economic opportunities”, we promote inclusive access to diverse financial services for the most marginalised.

Across all our issue areas, our aims are to mobilise resources, change policy and policy-in-practice, and create the public and political will that will bring about change.

Role description

RESULTS UK is recruiting for a dynamic, efficient Campaigns Coordinator (5 days per week) on a permanent contract. This role will work to help deliver successful grassroots and public campaigning across our issue areas; support the expansion of our network of grassroots campaigners across the UK; maintain and build our presence on social media; and to provide general administrative support to our Campaigns team.

2017 is another big and busy year for RESULTS. At the UK level, we seek to influence the Department for International Development to contribute substantial new funds for global education. We will also be campaigning in the UK and globally to ensure that donors have the policies in place to ensure that health services in newly middle-income countries don't suffer as they go through transition out of donor support. And we are working to increase the government's commitment to essential research and development to combat the increasing threat of antimicrobial resistance, especially as it relates to TB. Other campaigns on health, education and economic opportunities will be expected to arise at key moments during 2017 and beyond.

To help achieve these campaigns, our grassroots campaigners have a big role to play in ensuring there is adequate political will among policy makers to live up to the ambitions of the Global Goals to achieve a world free of poverty by 2030.

We're looking for someone with a proactive, flexible and efficient approach who can complete our small Campaigns Team and act as a friendly, professional support to our grassroots groups across the country. You'll have a passion for ending global poverty, great communication skills, experience of social media, and a willingness to step up to help deliver successful campaigns in any way you can. The post will be ideally suited for an individual with some work experience at the beginning of a career in international development, campaigning, advocacy or communications. Having a can-do attitude that includes willingness to do the more administrative aspects of the role is essential. This post will provide good opportunities for developing communications, project management and advocacy skills; an understanding of key international development issues; research and writing for

RESULTS

advocacy; and experience of working with Parliament and parliamentarians.

Note that as a member of the Campaigns Team, the post-holder will be working closely with members of the Parliamentary and Policy Advocacy Teams in order to deliver on RESULTS' overarching objectives: being generous with the sharing of knowledge, advocacy expertise, and contacts while working in a collaborative environment is essential.

Key responsibilities

- Act as a point of contact to support our volunteer grassroots groups across the country with their campaigning.
- Assist with our monthly conference calls and grassroots meetings.
- Support the creation of new RESULTS grassroots campaigning groups.
- Proactively seek new advertising and promotion opportunities to gain new grassroots campaigners, including researching and organising outreach activity.
- Organise RESULTS' presence at college and university Fresher's Volunteering Fairs as a way of securing new grassroots campaigners.
- Contributing to and supporting project management of the annual RESULTS National Conference, (it is expected that the post-holder will also attend the weekend).
- Draft campaigning materials for our grassroots campaigns on international development issues.
- Assist with the preparation of our ongoing training webinars for our grassroots campaigners.
- Manage correspondence and tracking of campaigners interested in getting involved with RESULTS.
- Maintain and update our recruitment adverts around the UK.
- Update the RESULTS website with new content, create and share social media content for Facebook and Twitter, help to administer and update the RESULTS blog.
- Write content for our monthly campaigner e-newsletter.
- The post holder will also carry out other duties as necessary. These may be in direct support of the Head of Campaigns, for example work in support of human resources, monitoring and evaluation, arranging meetings, developing new proposals, administrative support etc.

Person specification

Essential criteria

Skills and experience

RESULTS

- Experience of campaigning in the UK, preferably on international development issues.
- Experience of using social media – Twitter, Facebook, blogging.
- Excellent communication skills and the ability to write high quality copy for a range of audiences.
- Strong interpersonal skills, an ability to quickly strike a rapport with people from diverse backgrounds.
- Experience providing logistical/administrative support to meetings and events.
- A willingness to pick up the phone, both to contact others and to be the first point of contact with callers.
- A good understanding of the workings of the UK Government and Parliament.
- Excellent organisational skills with strong attention to detail.
- Computer literacy (with Word, Excel, PowerPoint as basics).
- Willingness and flexibility to work across a range of tasks and activities.

Personal attributes

- A passion for international development and desire to bring about the end of global poverty.
- Enjoys working with campaigners and grassroots volunteers.
- Self-starting, highly organised, and able to manage multiple tasks.
- Ability to respond flexibly to changing priorities, and to both set and work to deadlines.
- A good team worker who enjoys supporting other members of a team and working together for common objectives.
- Good written and spoken English.
- Willingness and ability to travel throughout the UK.
- Willing and able to work occasional evenings and weekends if required (for instance, to meet with grassroots groups or conduct a webinar with grassroots campaigners).

Desirable criteria

- Experience working with or managing volunteers.
- Experience of using social media in a campaigning context.
- Experience of using Customer Relationship Management (CRM) and teleconferencing software.

Terms and Conditions

1. Starting date

The position is available immediately.

RESULTS

2. Salary

This role is graded at RESULTS Professional Level 1 with a salary of £19,464 per annum.

3. Hours of work

This is a Full-Time post requiring a working week of 5 days a week. These hours will be worked as agreed with the line manager but some flexibility may be required to meet the needs of the job. There is no paid overtime.

4. Line manager

The line manager for this role is the Head of Campaigns.

5. Holidays

25 days per year pro rata, plus bank holidays. Three of the days are to be taken in the period between Christmas and New Year when the office is closed. Holidays are earned in arrears.

6. Length of contract

This is an open-ended contract,

7. Probationary period

The employee will have a probationary period of one month.

8. Notice period

During the probation period: One week. After the probation period: One month

9. Sick pay

Details of this allowance are given in the staff handbook.

10. Cycle Policy

Staff may receive a tax-efficient loan for the purchase of a bike, through which the final price of the cycle is lower than on the market. Details at cyclescheme.co.uk.

11. Season Ticket loan

Staff may receive a loan for the purchase of a travel season ticket.

12. Location

RESULTS

The post will be based in RESULTS UK's national office at 31-33 Bondway, Vauxhall, South London. The office has excellent tube, rail and bus connections with the rest of London.

13. Travel

Travel across the UK will be required to meet with grassroots groups. The post holder must be able and willing to travel.

Full personnel policies and Human Resources policies are available on request.