

RESULTS UK Campaigns Coordinator

About RESULTS

RESULTS UK seeks to make change by creating the public and political will to end poverty.

RESULTS believes the building blocks of the end of poverty are health, education, economic opportunities, and citizen voice – things that all people, wherever they live, need and have a right to. Within these four areas, we prioritise specific issues on which we can have most influence to achieve progress: see www.results.org.uk.

Supported by our Campaigns Team, our network of grassroots campaign groups and individuals across the UK regularly take advocacy actions on specific issues on which we seek to make lasting change. Our aims are to mobilise resources, change policies, and create the public and political will to bring about the end of poverty. The Campaigns Team works alongside our Parliamentary Team, who inspire and support parliamentarians to become champions for ending poverty, and our Policy Team, who produce expert policy research and work directly with policy makers.

About the role

RESULTS UK is recruiting a Campaigns Coordinator on a full-time, open-ended contract. This role will help deliver successful grassroots and public campaigns; support our network of campaigners across the UK; maintain our presence on social media; and provide administrative support to the Campaigns Team and the wider office. The post is suited to someone at the beginning of a career in international development, campaigning or advocacy, and will provide good opportunities for developing communications, project management and advocacy skills, an understanding of international development, and experience developing campaign plans and projects.

Key responsibilities

- Act as point of contact and one-to-one support for our volunteers and grassroots groups across the country.
- Assist with monthly conference calls and grassroots meetings.
- Support the creation of new RESULTS grassroots campaign groups.

RESULTS

- Seek new advertising and promotion opportunities to recruit new grassroots campaigners, including researching and organising outreach activity.
- Contribute to project management of the annual RESULTS National Conference (it is expected that the post-holder will also attend the weekend).
- Assist in the development of monthly campaign actions for grassroots advocates and in the drafting of campaign materials.
- Assist with the preparation of training events and webinars.
- Manage correspondence and tracking of campaigners interested in getting involved with RESULTS, in accordance with data protection legislation.
- Create and share social media content for Facebook and Twitter, and contribute to the RESULTS blog.
- Record campaign actions and support Monitoring & Evaluation processes.
- Write content for our monthly e-newsletter.
- Carry out other duties as necessary, including administrative support to the wider office.

Person specification

Essential criteria

Skills and experience

- Some experience of campaigning, preferably on international development issues, including experience gained in a voluntary capacity.
- Experience of using social media – Twitter, Facebook, blogging.
- Good communication skills and the ability to write for a range of audiences.
- Strong interpersonal skills, and an ability to work with a wide range of people.
- Experience providing logistical/administrative support to meetings and events.
- A willingness to pick up the phone, and to be the point of contact with callers.
- A basic understanding of the workings of the UK Government and Parliament.
- Excellent organisational skills with strong attention to detail.
- Willingness and flexibility to work across a range of tasks and activities.

RESULTS

Personal attributes

- A passion for international development and desire to end global poverty.
- Enjoys working with grassroots campaigners and volunteers.
- Self-starting, highly organised, and able to manage multiple tasks.
- Ability to respond flexibly to changing priorities and to work to deadlines.
- A team player who enjoys supporting other team members and working together for common objectives.
- Excellent written and spoken English.
- Willing to travel in the UK and work occasional evenings and weekends.

Desirable criteria

- Experience working with or managing volunteers.
- Experience of using social media in a professional context.

How to apply

Please apply by sending a **CV** (maximum 2 pages) and **cover letter** (maximum 2 pages) to jobs@results.org.uk. In your cover letter, please state where you saw the job advertised and **describe and give examples of how you meet the requirements in the Person Specification**. The subject of your email should be “Campaigns Coordinator”, followed by your Surname.

The closing date for applications is **9 am on Monday 23 November 2020**. Interviews are expected to take place on 3 December. Unfortunately, due to limited capacity, only shortlisted applicants will be contacted.

Equality, Diversity and Inclusion

At RESULTS UK, we believe that equality, diversity and inclusion should be the norm. As well as this being an issue of equality and fairness, we recognise that diverse and inclusive organisations are some of the most productive and impactful.

We are aware of the under-representation of certain groups and communities in our sector. These include – but are certainly not limited to – people from Black, Asian and

RESULTS

minority ethnic (BAME) communities, refugees and people from lower socio-economic backgrounds. We want to change this and are committed to playing our part. As a committed equal-opportunities employer, we actively welcome applications from people from a wide range of backgrounds, skills and abilities, recognising the value that these different perspectives bring to our organisation.

If you would like an informal discussion about the role or have any questions, please contact the hiring manager, Naveed Chaudhri, at naveed.chaudhri@@results.org.uk.

Terms and Conditions

1. Starting date

The position is available from November 2020.

2. Salary

This role is graded at RESULTS Professional Level 1 with a salary of £21,858 per annum.

3. Hours of work

This is a full-time post working 5 days a week. These hours will be as agreed with the line manager but some flexibility may be required. 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. Holidays are earned in arrears.

6. Length of contract

This is an open-ended contract starting from December 2020.

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 RESULTS UK 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 www.cyclescheme.co.uk

11. Season Ticket loan

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

12. Location

The post is based at RESULTS' office at 31-33 Bondway, Vauxhall, London SW8 1SJ. Note that we currently have working from home arrangements in place owing to the COVID-19 pandemic, which are expected to be in place until at least July 2021.

13. Travel

The post holder must be able and willing to travel in the UK to meet grassroots groups.

Full personnel policies are available on request.