

Campaigns Officer – Job Description

Full time

Reports to: Campaigns Manager

Salary: £24,480 - £29,070

PSC are looking for a talented and enthusiastic Campaigns Officer to join our dynamic team. Working closely with the Campaigns Manager you will work across a number of PSC's key campaigns. These will be activist, parliamentary and political campaigns working with PSC partners, branches, and affiliates. You will be creative, confident, and flexible, able to 'hit the ground running' to deliver successful and exciting campaigns.

Person specification

Essential

- Experience of successful campaigning in a similar context
- Knowledge and understanding of UK government and parliament
- Experience of using social media in a campaigning context
- Experience of producing campaign materials and organising campaign activities
- Research experience, and ability to share results with a range of audiences
- Experience convening and chairing energetic campaign meetings
- Knowledge of contemporary campaign techniques and tools
- Able to work in a small collaborative team
- Knowledge of the key issues regarding the situation in Palestine
- Confident IT user and ability to learn new programmes and processes quickly
- Support for the aims and objectives of PSC

Desirable

- At least one years experience working (paid or unpaid) in a political campaigning environment
- Experience of working for social, international justice or on Palestine related campaigns
- Experience of working in parliament with politicians and policy makers
- Event organisation experience

Skills

- Enthusiastic and confident: ready to get stuck in
- Ability to think creatively and come up with new ideas
- Ability to reflect and learn from previous experiences
- Can-do attitude
- Ability to work accurately in a fast-paced and changing environment
- Proactive: able to work independently as well as muck in as part of the team
- Campaigning skills, and a desire and willingness to develop these further

Job description

The campaigns team, reporting to the Campaign Manager will:

- Assist in the planning and development of campaign strategies for PSC's key campaigns
- Help develop PSC's Government, parliamentary, and policy relationships
- Create and distribute high quality campaigns materials (both digital and paper)
- Support the delivery of impactful and successful campaigns, including organising campaigning activities and events
- Design and deliver campaigns working closely with PSC supporters including: members, board members, branches, partners, and affiliates
- Research and collect information useful to PSCs campaigns, effectively share relevant information with a range of audiences including colleagues, supporters, politicians, and policy makers
- Work with the Media Officer to get high profile media attention for campaigns
- Promote PSC in an appropriate manner at public events and meetings
- Help grow the profile of PSC through campaigning work
- Keep up to date with campaigning trends and the development of campaigning tools
- Ensure campaigns are delivered to a tight budget, overseeing budget lines where appropriate

As part of a small office team all Campaigns staff are require to:

- Work with the Membership Development Officer to ensure campaigns contacts are accurately and usefully stored in our Raisers Edge database system
- As necessary, prepare email updates to PSC supporters

Flexibility

- In order to work effectively in a changing environment other tasks may be required
- Post holder may be required to travel throughout the UK and internationally
- The nature of the role means the post holder must be able to work varying hours

We will consider applications from individuals who are interested in undertaking the post as a job share as well as from those who are applying for it a full-time position.