# Application pack: Deputy Director - Campaigns

Full time, permanent

Managed by: Director

Manages: Campaigns Team (currently 4 Campaigns Officers)

Salary range: £43,107- £47,923

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| Purpose of the role |
| The Deputy Director - Campaigns will work as part of PSC’s Senior Management Team to ensure that PSC’s campaign plans are implemented. You will support the Director in overseeing the work of PSC’s Campaigns Team, ensuring the delivery of effective campaigns to meet the agreed aims and objectives of the organisation. As part of the Senior Management Team you will support the development of plans to ensure continued growth of PSC’s membership, branches and income.  |

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| Key responsibilities  |
| Campaigns * To support the Director and Executive Committee in developing PSC’s Annual Plan in line with PSC’s democratic processes.
* Oversee the work of PSC’s Campaigns Team to ensure agreed campaigns plans are regularly reviewed and successfully implemented.
* Develop relationships with politicians, journalists, key partners, and other commentators from across the political spectrum to help secure campaign successes.
* Make the most of media and other opportunities to demonstrate PSC is an expert, authoritative and well-supported organisation.
* Make the best of the skills in PSC’s team to ensure all campaigns are well planned, expertly delivered, and successful.
* Represent PSC at key fora where PSC develops wider campaign plans alongside external partners.
* To ensure regular campaigns reports are provided for the Director and Executive Committee.

Management * To line manage all staff reporting to this post, ensuring all have clear work plans, and receive regular appraisals.
* As part of PSC’s Management Team, ensure PSC is a positive place to work. Support the building of a staff culture where everyone is valued and equipped to do their job.
* Promote diversity and equality in the workplace.
* Ensure staff remain focused on priority work areas and campaigns and adhere to all relevant policies and legal requirements.
* To ensure all staff reporting to this post receive regular training and development opportunities.
* To ensure all new staff receive appropriate induction into their roles.
* To work as part of PSC’s Management Team to develop the organisational budget and to ensure that all delegated budget expenditure is in line with the agreed budget.
* To deputise for the Director in their absence.

Finance, Funding and Administration * To assist the Director in the production and review of annual budgets.
* To help ensure Campaign’s expenditure is in line with agreed budgets.
* As part of the Senior Management Team, to support the development and maintenance of PSC’s data management systems.
* As part of PSC’s Senior Management Team, to support the development and implementation of funding strategies to ensure PSC meets its income raising targets.

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| **Flexibility** |
| * In order to work effectively in a changing environment, other reasonable tasks may be required.
* The post-holder must be prepared to travel throughout the UK and on occasion internationally, and to work varying hours.
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| **Personal specification** |
| Essential knowledge and experience* Significant campaigning experience and knowledge of an array of modern campaigning techniques.
* Knowledge of the key issues regarding the situation in Palestine and a developed understanding of the appropriate framings to explain this situation.
* Experience of formulating and managing successful strategies in a campaigning context.
* Experience of staff management in a comparable organisation.
* Understanding of how a democratic membership organisation operates.
* Experience of successfully influencing others.

 Essential skills and attributes * Demonstrable commitment to PSC’s aims and objectives.
* Clear and demonstrable commitment to anti-racism, equality and diversity.
* Proven ability to build networks and relationships with partners.
* Confident and authoritative public speaker.
* Excellent interpersonal skills.
* Politically aware of current affairs.
* Good written and verbal communication skills.
* Leadership skills and an ability to support staff to achieve high standards of performance.
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PSC is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.