# Application pack: Branch Development and Support Officer

Full time

Managed by: Director

Salary range: £26,262- £30,933

|  |
| --- |
| Purpose of the role |
| PSC has over 60 Branches who take PSC’ campaigns to their local communities . As Branch Development and Support Officer you will work as part of PSC;s Campaign team, to support the work of local branches and aid the development of new Branches. You will create resources to support PSC’s campaigns, be a liaison point between Branches and PSC National facilitating 2 way communication. You will support the development of new Branches with resources and direct guidance to new Branch officers, as well as being proactive in starting new branches in areas where PSC has members but no local branch. You will support the design and delivery of PSC campaigns contributing to regular communications and helping with the organising of campaign events Campaigning skills, and a desire and willingness to deThe Funding and Development Manager is responsible for development and implementation of PSC’s income growth strategy and membership development strategy. Reporting to PSC’s Director you will develop and manage PSC’s online fundraising, have responsibility for major donor cultivation, and manage relationships with donors and supporters, existing and new. You will investigate and develop additional sources of income generation including via funding events funding grants and merchandise sales. You will manage PSC’s data and membership officer, and oversee the development and implementation of PSC’s strategy for continued membership growth and growth in affiliations As part of PSC’s Management Team, you will contribute to the development of PSC’s overall strategy and Annual Plans.  |

|  |
| --- |
| Person Specification  |
| Person specificationKnowledge and Experience: * Experience of successful campaigning in a similar context
* 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
* Knowledge of contemporary campaign techniques and tools
* Good level of Knowledge of the key issues regarding the situation in Palestine
* Experience of working in a campaigning organisation with a membership and Branch structure

Skillsand Abilities: * Understanding of and support for the aims and objectives of PSC
* Confident IT user and ability to learn new programmes and processes quickly
* Understanding of and support for the aims and objectives of PSC
* Clear and demonstrable commitment to anti racism, equality and diversity
* Good written and verbal communication skills
* Self-motivated and able to handle competing priorities
* Good team working skills
* Ability to think creatively and come up with new ideas
 |

|  |
| --- |
| **Flexibility** |
| * In order to work effectively in a changing environment, other tasks may be requested.
* The post-holder must be prepared to travel throughout the UK and on occasion internationally, and to work varying hours.
 |

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