

Policy and Campaigns Officer / Support



Temporary: From as soon as possible to end September 2016

Part-time: 3-4 days per week

Reports to: Campaigns Manager / Acting Director

Salary: £22,889 - £24,970 Pro rata (depending on experience)

PSC are looking for a talented and enthusiastic Policy and Campaigns Officer / Support worker to join our team over July, August and September. Working closely with the Campaigns Manager and Acting Director you will work on a number of PSC projects. These will include: drafting policy for PSC's annual planning process, overseeing the production of a series of articles on Settlements, supporting the production of briefing materials for our party conference season and providing support to the campaigns team.

Person specification

Essential

- Experience of producing high quality briefing materials
- Experience of working with partner organisations
- Research experience, and ability to share results with a range of audiences
- Able to work flexibly 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
- Proactive: able to work independently as well as muck in as part of the team
- 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

Job description

- Produce briefing materials and draft policy for the PSC Executive Committee and membership in line with Annual Planning deadlines
- Produce briefing and other materials for PSC's presence at Party Conferences
- Produce a series of articles on Israeli settlements to coincide with PSC's presence at Party Conferences
- Provide support to PSC's campaigns team

As part of a small office team all Campaigns staff are required 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