# Application pack: Campaigns Officer

Full Time

Managed by: Campaigns Manager

Manages: N/A

Salary range: £25,219-£29,948

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| Purpose of the role |
| 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. |

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| Key responsibilities |
| The Campaigns Officer, working as part of the Campaigns team and 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 meetings and conferences  • 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  As part of a small office team all Campaigns staff are require to:  • Work with the Membership and Database Officer to ensure campaigns contacts are accurately and usefully stored in our Raisers Edge database system  • As necessary, prepare email updates to PSC supporters |

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| **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 a full-time position.* |

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| **Personal specification** |
| Essential Knowledge and Experience:  • 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  • Demonstrable Support for the aims and objectives of PSC  Skills:  • Enthusiastic and confident: ready to get stuck in  • Ability to think creatively and come up with new ideas  • Good written and verbal communication  • Ability to react to new demands and shift work priorities as required  • Good team working skills  • Ability when required to work on own initiative  • Campaigning skills, and a desire and willingness to develop these further  Desirable Knowledge and Experience :  • 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 |

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