

Outreach & Campaigns Assistant

Job description

About the post

This is a full-time post (35 hours per week, excluding lunch hours) at the UNA-UK offices in central London. The appointment will be for 6 months initially, with the opportunity to extend subject to funding.

Annual salary, including London weighting, will be £20,000. Benefits include 25 days annual leave pro rata for the term of the contract, additional 5 days over Christmas and 7% employer contribution to the company's workplace pension scheme.

The post-holder will report to the Engagement and Partnerships Coordinator, and will be part of a small, dynamic UNA-UK team, which currently comprises seven staff members.

Key tasks

Strengthening UNA-UK's engagement with key constituencies

- The post-holder will be responsible for ensuring members, supporters and local groups are well-integrated into the Organisation's work. This involves being the first point of contact for membership queries, drafting regular newsletters, growing our nationwide supporter-base with a focus on youth outreach and championing community activities both online and in person.
- Liaising with UNA-UK's Elected Trustees to deal with membership queries and support local UNA initiatives
- Liaising with the Conference Committee to organise UNA-UK's annual members conference
- Increasing engagement with UNA-UK's campaigns by maximising the number and quality of opportunities for interaction
- Leading on the All Party Parliamentary Group for the United Nations, by organising AGMs, meetings and acting as first point of contact for all APPG queries
- Supporting colleagues with the planning and coordination of UNA-UK's events
- Taking responsibility for the membership / supporter experience on the Organisation's website, ensuring content is up to date and engaging
- Supporting with updating existing materials such as our teaching packs and freshers pack

Developing UNA-UK's internal processes

- Working with colleagues to improve how the Organisation reports and measures its campaign impact
- Supporting the maintenance and development of UNA-UK's central database including data reporting and ensuring contact records are up to date

Other tasks

- Representing UNA-UK at external events
- Providing ad hoc admin assistance across the organisation
- Support staff with the development of outreach activities for our campaigns and policy work
- Provide proofreading support across the organisation
- Any other reasonable task as may be assigned that is consistent with the nature of the job and its level of responsibility, including cover for other staff as appropriate.

To apply for the post please complete and email the application form together your CV and a covering letter to Olivia Beach at jobs@una.org.uk with the subject line: Outreach & Campaigns Assistant job application

Closing deadline for receipt of applications is 10:00AM Monday, 02 December 2019.

Shortlisted Candidates will be invited to a telephone/skype interview on 9 December 2019 and face-to-face interview on 12 December 2019.

Person specification

Essential Desirable

Qualifications

Educated to degree level or equivalent professional qualifications/experience

✓

Knowledge

Understanding of the UN, global politics and UNA-UK's work

✓

Understanding of how a membership organisation operates

✓

Understanding of how advocacy with grassroots campaigners works

✓

Skills

Excellent written and verbal communication skills

✓

Excellent interpersonal skills and the ability to build positive working relationships

✓

Excellent IT skills, including web, database, online development and Microsoft Office

✓

Demonstrable administration skills

✓

Experience

Experience of managing social media channels

✓

Experience of building and managing relationships in a professional setting

✓

Experience of using diplomacy skills when managing relationships

✓

Experience of working in a campaign environment

✓

Experience of using relational databases

✓

Experience organising and facilitating events

✓

Experience of drafting and uploading online content.

✓

Personal attributes

Empathy with the vision and values of UNA-UK

✓

Highly motivated and goal-orientated

✓

Ability to prioritise, multi-task and work under pressure

✓

Ability to work successfully both within a team and on one's own initiative

✓

Willingness to work occasional evenings and weekends with resultant time off in lieu

✓

Enthusiastic, outgoing and resilient

✓