

Application for the post of National Organiser for the Peoples Assembly Against Austerity.

The People's Assembly Against Austerity are recruiting for a National Organiser. This is a key role, and will organise our national campaigns, communications and organise and support local groups, local campaigns and volunteers. Applications are sought from motivated and experience campaigners from across the labour and social movements.

How to apply

Applicants should send a CV and personal statement to: finance@thepeoplesassembly.org.uk by **1pm on Friday 27 February 2023**. Applications will be regarded as confidential throughout the application process.

The CV should include:

- Name and contact details
- Education and work history, including the applicants current role (if not in current education or employment role the reason for leaving the applicants most recent role).
- Evidence how the skills and experience meet the essential and desirable criteria of the person specification
- Two references, including where possible current employer. References will only be sought after the selection process has been completed.
- Interviews will take place on **Monday 13 March 2023**

Job Description

Job title: National Organiser

Working to: The Chair(s), National Secretary and Steering Committee of the People's Assembly

Base: The post is based at our London office, flexible working or hybrid home working can be considered.

Hours: The post is based on 35 working hours a week, weekend and evening working will be required from time to time.

Salary: the annual salary is £30,000

Purpose: to organise, support and implement national and local campaigns, communications and to increase membership and local group organisation, in line with the founding statement of the People's Assembly.

Main duties

National campaigns

- To organise national in-person and online campaigns and events such as demonstrations or conferences including; organising supporter groups, liaising with authorities, managing volunteers and working with local groups
- To manage ongoing campaigning, including; online campaigns, Facebook events and online and in person meetings.
- To liaise with groups across the movement to coordinate activity

Communications

- To write and create content, publish and distribute national online communications and manage the website and national social media accounts.
- To help facilitate live broadcast across the social media accounts

Organising

- To organise national campaigns and communications aimed at increasing membership and building support for campaigns
- To organise, support and develop local groups with the aim of increasing membership and improving local campaign activity.

Management and administration

- To manage the office and supervise freelance employees
- To manage volunteers
- To act as secretary to the Steering Committee
- To organise and implement activities aimed at raising funds

Person Specification

Essential:

- Experience of running large scale in person and online campaigns and events
- Experience of working with and managing volunteers
- Experience of writing and creating high quality campaign content
- Commitment to the aims and values of the People's Assembly
- Commitment to equality

Desirable

- An experience of working/volunteering for the People's Assembly, anti-austerity movement or broader movement groups
- An understanding of the Trade Union movement
- Experience of using the MailChimp email platform and website administration
- Experience of using Zoom and Facebook live for meetings
- An understanding & experience of using Facebook, Instagram, Twitter & Tiktok
- Experience of managing a campaign budget

- Experience of servicing a committee
- Experience of volunteer management