

Greater Manchester & District Campaign for Nuclear Disarmament

Campaigns Outreach Worker £31,640 (21 hours per week) pro rata

JOB DESCRIPTION

Strategy and Development

1. To plan, instigate, and support campaigning activity around nuclear disarmament, nuclear power and related peace and social justice issues in the Greater Manchester & District region. Promoting key campaigns around CND's Strategic Objective 'The closure of the nuclear power industry'.

Information and Campaigning

2. Working closely with the Regional Development Worker to develop ongoing campaign strategies and to implement a range of campaign tactics including, for example, demonstrations, public meetings, lobbying, letter writing and other tasks, as agreed.

3. To carry out work on behalf of the national CND office, as agreed by the Greater Manchester & District CND Co-ordinating Committee, in conjunction with the Regional Development Worker.

4. In conjunction with the Regional Development Worker, to ensure that appropriate fundraising opportunities are maximised; including income from the provision of services at festivals such as Glastonbury and Green Man.

Relationship Management

5. To develop and maintain relationships with a broad range of organisations working on anti-nuclear and peace related issues in the region. Identifying opportunities for joint working and campaigning.

6. To establish and maintain links with media outlets in the region. To identify and seek out media opportunities and react to requests for interviews and general content.

Events and Actions

7. To develop ideas for actions and events and to see them through from inception to completion.

8. To identify, organise and manage stall opportunities at relevant events in the region.

9. To identify new avenues for promoting regional and national anti-nuclear and peace related activities and events.

Writing and Producing

10. To research, design, write and disseminate information and campaign materials about campaigns, events and projects.

11. To contribute to the *Nuclear Alert* newsletter, action bulletins and other mailings in conjunction with the regional development Worker.

12. To develop, manage and maintain the Greater Manchester & District CND website and social media accounts. Keeping up to date with the current social media platforms.

Links

13. To assist in the recruitment, training and management of volunteers in the Greater Manchester & District CND office.

14. To act as a regional contact for CND events and campaigning activities.

15. To support, develop and set-up local groups across the region.

16. To maintain close liaison with other CND regions, the national office, other Greater Manchester and District CND Workers and officers.

Administrative

17. To operate from the Greater Manchester & District CND office during agreed hours and on agreed days. To handle urgent enquiries outside office hours in conjunction with other workers and to work flexibly outside these times, taking time in lieu as appropriate.

18. To manage, schedule and prioritise one's own workload and to keep a log of work done.

19. To keep accurate financial and timekeeping records for submission to the Greater Manchester & District CND Treasurer and Chair.

20. To report to the Co-ordinating Committee and the Management/Strategy committee. To attend the Co-ordinating group meetings, CND National Council (when relevant), CND annual conference and other meetings as required and in liaison with the Regional Development Worker and Greater Manchester & District CND officers.

Other

21. To carry out other duties as required by the Greater Manchester & District CND Co-ordinating Committee and Regional Development Worker.

LINES OF ACCOUNTABILITY

The Regional Development Worker will be available to the Campaigns Outreach Officer for management, direction, support and advice on a day-to-day basis with ultimate responsibility being to the Co-ordinating Committee.

The Greater Manchester & District CND Co-ordinating Committee is a body elected by the Annual General Meeting.

The Greater Manchester & District CND Management Committee exists to support the worker and deal with problems and reviews.

CONDITIONS OF SERVICE

The working week will be 21 Hours (or pro rata) and time off 'in lieu' will be given for attendance at evening / weekend meetings etc.

Agreed travel expenses will be payable for all travelling done in the course of duty. All staff are expected to use public transport wherever possible.

Pension, maternity, paternity and sick pay arrangements for this post are as laid down by statute.

Nothing in this job description, conditions of service or contract as finally agreed can be changed unilaterally by either the Co-ordinating Committee or the worker. All such changes must be mutually agreed after due consultation. A dispute and grievance procedure will be agreed between the Campaigns Outreach Worker, the Co-ordinating Committee and National CND.

All staff are encouraged to join the appropriate trade union.

Holiday entitlement will be days paid holiday a year (pro rata), in addition to the 8 recognised public holidays (pro rata).

Working conditions and pay are reviewed regularly. For a newly appointed worker, there would be an initial 6 month probationary period, after which either the worker or the Co-ordinating Committee would be free to end the contract.

Greater Manchester & District CND is unable to act as a sponsoring organisation for the purpose of work permits, and only individuals who have a valid work permit to work in the UK can be employed by Greater Manchester and District CND.