WASPI Steering Group Member:
Organisational/volunteer Development

Role Description + Person Specification

Background:

WASPI (Women Against State Pension Inequality) was started in May 2015 by five women who decided to campaign for transitional pension arrangements for women born in the 1950s (after 6 April 1951), who have been affected by the impact of changes in their state pension age.

The initial effort has grown into a huge national campaign (see www.waspi.co.uk) and in August 2016 it was decided that the campaign had become too big to be 'managed' by just five women and that the time had come to set up a proper structure.

The first step in the process is to recruit individuals from a number of backgrounds who are able to offer their skills, experience, time, commitment and enthusiasm to WASPI as volunteers and to form a Steering Group that will take the Campaign forward.

It is envisaged that the Steering Group will have members with skills/experience in the following areas:

- Political: lobbying, campaigning
- Public campaigning
- Research
- Legal
- Communications: media, social media
- Marketing, PR
- Organisational/volunteer development
- Finance
- Fundraising
- Secretarial: incl. company secretary

In addition, the Steering Group will have a number of representatives of WASPI Local Group Co-ordinators – as elected by the Co-ordinators.

The recruitment process will be conducted in accordance with equal opportunities guidelines.

Role Description: ORGANISATIONAL/VOLUNTEER DEVELOPMENT

The successful applicant will:

- Be responsible for ensuring that the roles and performance of the Steering Group are regularly reviewed (assisted by non-Steering Group WASPI supporters) and that new members are recruited onto the Steering Group as and when necessary/desirable
- Be responsible for the recruitment, establishment, monitoring and support of new WASPI Local Groups in areas where there is no local group

- Support, encourage and monitor existing WASPI Local Groups
- Develop clear guidelines for WASPI Local Groups and especially for Local Group Co-ordinators (in conjunction with the elected representatives of the Group Co-ordinators on the Steering Group)
- Ensure that the Local Group Directory is promptly and regularly updated
- Manage the Group Co-ordinators FB Group
- Work closely with the elected Group Co-ordinators on the Steering Group
- Write a monthly progress report for the Steering Group

Person Specification: ORGANISATIONAL/VOLUNTEER DEVELOPMENT

The successful applicant will:

(Essential)

- Have significant experience of working with volunteers
- Have excellent organisational skills
- Be confident and determined in order to initiate local action resulting in the establishment of local groups
- Have an outgoing and inclusive personality that attracts and motivates people
- Have the ability to 'harness' other people's skills and goodwill into positive action
- Be diplomatic but strong when dealing with problems within Groups and capable of mediation and problem-solving
- Deliver what is promised to Local Groups and individuals within the agreed time lines
- Have excellent communication skills – both written and verbal
- Need to be able to keep comprehensive records
- Have sufficient social media skills to manage the Group Co-ordinators FB page
- Be capable of delegating and working with others on and outside the Steering Group
- Be fully committed to the aims of the Campaign
- Be able to work in a 'democratic environment' where group decisions may from time to time override personal opinions and advice
- Have an average of approx. 10-15 hours a week available to contribute to the campaign
- Be prepared to occasionally travel on behalf of WASPI (expenses reimbursed)
- Will be available for regular Skype calls with other Steering Group members

(Desirable)

- Have previous experience of establishing and working with groups of volunteers
- Have previous experience of campaigning
- Have a sense of humour, patience, grit and determination