**Scotland Co-ordinator application pack (0.8)**

**Fixed term contract - 18 months**

**Job Details**

CAAT has a pay parity policy with a salary for full time staff (minus London weighting) of £33,317 a year, pro rata for part-time staff. This is a part-time, **4 day a week** post, with an annual salary of **£26,653** plus 8% into a pension that doesn't invest in the arms trade. The contract is for 18 months initially, with the possibility of extension subject to funding. The holiday entitlement for this role is 20 days per year (25 days pro rata) plus bank holidays pro rata and an additional two weeks holiday around Christmas and New Year. Interest-free season ticket loans are also available for those who require support with travel costs.

**Job Description**

Campaign Against Arms Trade is seeking to employ a Scotland Coordinator, working four days a week and based in either Edinburgh or Glasgow. This new post will be the only CAAT staff member employed specifically to work in Scotland, though currently the CAAT's Media Coordinator is based in Glasgow. As well as being able to travel frequently within Scotland, the post holder will also need to attend meetings in London approximately once a month. Travel and other costs will be reimbursed, and time off in lieu may be taken for this travel.

It is envisaged that the four main elements of the job description will take roughly equal amounts of time.

**Lead on CAAT’s engagement and advocacy with the Scottish Government, Parliament, local government and public authorities, by methods which could include: (25%)**

* monitoring developments of relevance to the arms trade in these institutions. The military industry is a particular focus, as it is a devolved responsibility;
* developing and maintaining good links with relevant individuals, encouraging them to use the processes of, for example, the Scottish Parliament to raise arms trade-related issues; and
* responding to enquiries by Scottish parliamentarians and officials and leading on submissions to relevant Scottish government and parliamentary consultations.

**Support and build local groups in Scotland and work with them and other NGOs to develop local campaigns, by methods which could include: (25%)**

* supporting existing groups and helping to establish new local CAAT groups in Scotland, including regularly attending local group meetings and helping recruit new supporters;
* developing effective partnerships with other non-governmental organisations in Scotland;
* working with local groups to identify opportunities and targets for Scotland-specific campaigns on arms manufacturing, divestment, education or other topics relevant to CAAT;
* working with CAAT’s Training and Events Coordinator to develop and deliver training and events in Scotland.

**Increase public awareness of CAAT and the international arms trade in Scotland, by methods which could include:** **(25%)**

* developing and maintaining a website and overseeing Scottish social media accounts;
* sending newsletters to CAAT supporters and others in Scotland;
* attending and convening Scottish peace events on behalf of CAAT and representing CAAT within networks and coalitions of similar organisations in Scotland; and
* liaising with CAAT’s Media Coordinator over media work in Scotland.

**With other staff, as part of our non-hierarchical collective management, the post holder will also: (25%)**

* Share responsibility for organisational planning and strategy.
* Be responsible for supervising volunteers undertaking relevant areas of work.
* Contribute to CAAT News (our quarterly magazine), the CAAT website and other external communications where necessary.
* Review and support other staff as part of the collective management of CAAT**.**
* Cover for other staff members during holidays and other absences.

**Person Specification**

**Essential criteria:**

* Can demonstrate support for CAAT's aims and objectives (see our About CAAT webpage).
* Has experience of monitoring a public authority as well as building and maintaining links with relevant elected members and officials.
* Has an understanding how local outreach work in Scotland could help meet CAAT's aims, and experience of project planning.
* Has two years’ experience of active campaigning (paid or voluntary) on a political or social issue with a local or national organisation or group.
* Is an effective communicator with excellent interpersonal skills, who can work well with diverse groups to build CAAT's work within Scotland.
* Has strong IT skills, and is competent using word processing and spreadsheets. Has experience using social media as a campaigning tool, and experience in or ability to learn to use databases and web editing software.
* Has a commitment to and understanding of the skills and values needed for the collective running of CAAT and collaborative campaigning.
* Is self motivated and can work effectively without supervision, and is also able to liaise with others effectively on shared projects.
* Can demonstrate an understanding of and commitment to equal opportunities (see CAAT's Equal Opportunities policy).

**Desirable criteria:**

* Has done advocacy work with the Scottish Government or Parliament.
* Has experience of working in a local group and liaising with a national campaign.
* Has demonstrable knowledge of issues around the arms trade.
* Has experience of managing budgets for a project or campaign.
* Has experience of remote working.
* Has experience of public speaking.

**CAAT structure**

CAAT is a not-for-profit organisation limited by guarantee and strives to be non-hierarchical. Decisions are made by broad consensus. Each member of staff is responsible for their own area of work. A Steering Committee of 24 individuals (including permanent staff) is the ultimate decision-making body of CAAT.

**Working hours**

CAAT’s basic office hours are 10am to 6pm Monday to Friday with an hour for lunch. Employees can work flexitime in agreement with other staff members, with core hours being 11am-4pm. Training sessions, CAAT events and necessary meetings are counted as working hours. When these take place during evenings and weekends time off in lieu can be taken. You will either be working from home, or from a shared working space, with regular coordination and occasional visits to a London office.