**Campaign Coordinator, Scottish Campaign for Nuclear Disarmament (Scottish CND)**

Scottish CND seek a proactive organiser, committed and digitally active nuclear disarmament campaigner, to help to plan our campaign, lead our small staff team and pitch into work with members, elected officers, national and international allies. The post requires simultaneous attention to the big picture of the campaign landscape and the small organisational details needed to get things done.

**Job Title: Coordinator**

**Location:** Staff are working from home. We rent storage space, occasional office space and use a PO box in Glasgow.

**Hours:** 35 hours per week

**Salary:** FTE £27,000 - £31,000 depending on relevant experience and ability.

**Line Manager**: SCND chair person

**Questions& chat:** For questions unanswered by the further particulars (‘Background Information about Scottish CND’ and ‘Job Description’) or an informal chat, contact [scnd@banthebomb](mailto:scnd@banthebomb) but applications go to [peopleservices@gcvs.org.uk](mailto:peopleservices@gcvs.org.uk) Glasgow Council for the Voluntary Sector will anonymise applications for the selection process. On your CV only include your name or any personal details such as age on a separate cover sheet.

**Applications**

1. a letter addressing how you meet the requirement of the job description
2. a CV including work experience
3. two examples of writing done in the course of employment, volunteering or campaigning (e.g. instructions, a briefing, online infographics, a social media campaign post, a page of a website, a blog piece, a magazine piece or other publication) (Please send electronically rather than hard copy).
4. the names, email addresses and other contact details of two referees who have known the applicant in a working, volunteering or campaigning capacity for at least two years (this condition may be varied if good reason can be given).
5. Equal Opportunities Monitoring form
6. Criminal Record Declaration Form

**The closing date** for applications is 9am on 15th of November. The 6 items should be sent to [**peopleservices@gcvs.org.uk**](mailto:peopleservices@gcvs.org.uk)also copying in [Sue.Renton@ed.ac.uk](mailto:Sue.Renton@ed.ac.uk)

I**nterviews** will be held using a virtual platform in the week of the 29th of November.

Applicants may be asked to undertake an informal written campaigning task as part of, or immediately following the interview.

**Referees** will be contacted after an offer of employment is made. Any offer of employment will be conditional on satisfactory references.

**Further Particulars**

**Background Information about Scottish CND**

Website [www.banthebomb.org](http://www.banthebomb.org)

Facebook https://www.facebook.com/scottishcnd/

Twitter @ScottishCND During the last Scottish election campaign we adopted the hashtag #NukesAreMyRedLine Other routinely used hashtags include #Scrap Trident #NuclearBan.

The Scottish Campaign for Nuclear Disarmament (Scottish CND) (SCND) is a membership-funded organisation, overseen by an executive committee elected annually at the AGM. In addition to individual members, there are a number of local CND groups who attract members who are encouraged to join SCND; some political parties and Trade Unions have CND groups affiliated to SCND.

The small staff team in addition to the coordinator/manager are an administrator and a campaign worker. The administrator normally works 29hrs a week and the campaign worker normally works 14 hrs a week. All job descriptions are available on request. All are currently working from home although Scottish CND will book meeting space as needed. SCND is an unusual working environment which may include working with executive officers and volunteers who have special interest in particular areas of work within the broad framework of SCND’s main goals.

Scottish CND’s employees are expected to have respect for members’ aspirations for the campaign. Our members are the campaign and provide resources for the work. As a campaigning organisation, the members’ expectations are that employees will share enthusiasm for global and national nuclear disarmament and pursue these in accordance with resolutions passed at the organisation’s annual general meeting

The officers normally include a chair, two vice chairs, a secretary, assistant secretary and treasurer. The post requires direct liaison with officers.

Scottish CND is an independent part of a wider international peace movement as well as interconnected to that movement through UK CND and ICAN.

Reasonable out-of-pocket expenses will always be reimbursed if these are agreed in advance with the treasurer and line manager.

It is in the nature of our work and staffing structure that flexibility with working hours is required, involving some weekend and evening working and role sharing in certain areas of campaigning and administrative procedures. This is generally arranged under the guidance of the coordinator. During intense periods of campaigning that arise during a national or international crisis, or (for example) a general election additional hours may be requested, but this would not be mandatory. These optional extra hours would be paid or possibly subject to time off in lieu arrangements.

Scottish CND has a service agreement with the Glasgow Council for the Voluntary Sector who manage our payroll and are helping us to review all our employment policies. Scottish CND seeks to be a fair employer applying the principles of peace, justice, human rights and environmental responsibility to the way we work as well as to our aims and objects as a campaign.

**Job Description**

**Job Role: Coordinator**

**Hours:** 35 hours per week

**Salary:** FTE £27,000 - £31,000

**Purpose of Post**

To lead the Scottish CND staff team in making Scottish CND an effective organisation campaigning for nuclear disarmament and to be a public face for the campaign.

**Role Description**

This is the senior management role within SCND with overall responsibility for enacting the campaign as agreed with officers and the Executive and providing leadership of all staff.  The role includes communication with Executive members, elected government members and officials, national and international civil society organisations, as well as representing SCND in formal settings through public speaking and presentations

**Function and associated tasks**

**Campaigning**

To work with Office Bearers, the Executive Committee, staff and, where appropriate members and volunteers, on planning, implementing, evaluating and reporting on an effective campaign or campaigns. The AGM sets the broad agenda of campaigning activities but the incumbent may propose new campaigns or fundraising activities to the Executive and officers for approval alongside sustaining and reporting on ongoing campaigns.

Planning involves looking both across the calendar year and the longer term. This function is likely to include the following tasks which may be directly implemented, shared or delegated as appropriate. In particular, it is anticipated that some tasks may be delegated to the Campaign Worker either in part or in their entirety for particular time spans or events.

* To ensure an up-to-date, lively and engaging web and social media presence for SCND
* To ensure a steady flow of high quality useful information to individual members and local SCND groups
* To keep a watchful eye on campaign material and resources and propose and develop new campaign materials and resources as appropriate
* To liaise with the international peace movement and global campaigns
* To propose plans for, to help refine plans and to help bring about the success of SCND events
* To help decisions about and implementation of SCND’s outreach presence at other organisations’ events, and fundraising activities.

**Organisation**

To work with Office Bearers and Executive Committee on all matters relating to the efficient running of the organisation in order to achieve effective campaigning for nuclear disarmament. This includes management of the staff, volunteers and resources (space, materials, finances) of SCND, maintaining an overview of these aspects of the organisation and reporting to the Executive concerning their management. Elements of this work may be delegated to other staff members or taken up by officers; day to day management of resources may be delegated to the SCND administrator who also carries responsibility for managing office procedures.

○      Associated tasks include:

■      day to day line management and supervision of staff of SCND,  in liaison with the SCND chair as your line manager

■      Keeping an effective working environment for staff, officers and volunteers

■      Maintaining a welcoming point of contact for staff, officers, volunteers, members of SCND and its local groups

■      oversight of all work and allocation of tasks to enhance the smooth running of the organisation and effective campaigning

■      ensuring that procedures for the recruitment, induction and inclusion of volunteers in the work of SCND are fit for purpose  - successfully recruiting, inducting, training and providing work suited to the volunteers - and to the benefit of the campaign.

■      Ensure all staff activities are legal and compliant with equality employment and data protection legislation

■      Monitoring a small number of local and international news feeds.

**Fundraising**

To ensure fundraising is a key aspect of all campaigning, by constantly reviewing opportunities for fundraising, proposing, developing and/or  managing the implementation of fundraising applications and fundraising campaigns, subsequently reporting on outcomes to the Executive.  Aspects of this may be delegated to the Campaign Worker or shared with others as appropriate.

**Public Facing**

To act as a public face for the organisation, helping to develop the key messages of our campaign and to present them to the general public and specific target audiences.

○    This will include developing and maintaining good working relationships with the following:  The Scottish Parliament Nuclear Disarmament Cross Party Group and UK Parliamentary CND, MPs MSPs and political organisations; Peace Education Scotland; other peace movement and appropriate voluntary organisation; media organisations and journalists.

**TRAINING AND OPPORTUNITIES**

The post does not involve formal study days or a training budget but annual appraisal allows for the review of training needs and the officers and/or Executive would sympathetically consider how to meet any reasonable and affordable needs. It is understood that some elements of the work will require reading and research and that time may sometimes need to be factored in for this. However, it also assumed that the postholder will have a genuine interest in the range of topics on which SCND campaigns and will routinely maintain their own relevant independent reading and self-education.

Scottish CND is an independent part of a wider international peace movement as well as interconnected to that movement through UK CND. International campaigning creates particularly rich opportunities for mutual learning from campaigners in other organisations. Many international actions and events are also educational. There are similarly learning opportunities in Scottish CND’s dense connections to the civil society of Scotland and our links to wider campaigns around issues of justice for all peoples and protection of the planet for all species. Note however that carbon intensive forms of travel are a contentious issue independently of the new concerns raised by covid-19; they are in tension with our commitments to link our campaign to campaigns for greater protection of the natural world and mitigation of global warming.

**PERSON SPECIFICATION**

**Qualifications and Experience**

Essential

* Extensive knowledge of aims of SCND and the key arguments we make
* High level of literacy and numeracy demonstrated by educational qualifications and/or relevant experience
* Experience in the not-for-profit sector or other relevant work experience
* IT skills in communication, data management, creative messaging and desk-based research
* Ability to build and maintain good working relationships and effective communication between staff, volunteers, officers, members and other organisations
* Experience of managing staff
* Experience of accounting systems
* Experience of organising and interpreting evidence, and preparing reports (e.g. use of administrative databases to ensure efficient organisation and of information relevant to our campaign to help prepare new educational and campaigning materials).
* Ability to produce and present information to the public, colleagues, students and other interested parties.
* Understanding of the legal requirements for health and safety, employment, equal opportunities and data protection legislation
* Knowledge of Scottish politics and parliament

Desirable

●      Experience of communication with MPs and MSPs

●      Experience of dealing with press enquiries and social media

●      Experience of organising and managing meetings

●      Experience of presenting material to a range of audiences

Personal Attributes

●      Ability to manage challenging situations calmly, with confidence, tact and discretion.

●      Ability to work independently and as part of a team

●      Ability to effectively manage a small staff

●      A positive and enthusiastic approach to communication with members of the public

●      Excellent telephone manner