

## Role Profile

<b>Role</b>	Campaign Assistant	<b>Location</b>	Homebased, Scotland however frequent travel around Scotland will be required as part of this role.
<b>Accountable for</b>	N/A	<b>Accountable to</b>	Associate Director – Scotland
<b>Core Anchor Level</b>	Support	<b>Travel</b>	Frequent
<b>DBS check</b>	A Disclosure Scotland check will be required for this role.	<b>Salary   Grade</b>	£12.60 per hour   Grade B
<b>Contract Type</b>	This is a fixed-term contract for 26 weeks.	<b>Hours</b>	28 hours per week

### Overall purpose and impact

You will work closely with colleagues in the charity's Scotland Team, supporting a variety of influencing and campaigning activities but particularly working to involve supporters in our Scottish election campaigning

The role will give you an opportunity to learn about the world of influencing, and how to engage with supporters and to deliver effective public affairs and campaigns activity to improve stroke prevention, treatment and care.

Skills this role will help you develop:

- Public engagement and campaigning.
- Organising projects and supporter contacts.
- Preparing briefing and campaign materials.
- Communicating to different audiences.
- Administrative support.
- Engagement with stroke survivors and wider stroke community.
- Coordinating and supporting influencing events.

# Role Profile

This might be the role for you if:

- You have an interest in starting your career in the charity sector.
- You want to learn more about working in public affairs and campaigning.
- You have an interest in empowering people to influence decisions that affect health and social care.
- You are able to communicate effectively with a range of different people in writing, over the phone and in person.
- You are organised and able to work independently when required.

This role will help you:

- Gain experience in public affairs and campaigns with a national charity.
- Develop public affairs and campaigns skills.
- Learn about government health policies, how charities decide a position on issues, and choosing influencing approaches.
- Develop verbal and written skills to communicate effectively with a range of audiences (from political figures to local supporters and other people affected by stroke).
- Gain experience of online campaigning.
- Gain experience of working as part of a team as part of a UK-wide organisation.

Support and Training provided:

- Ongoing and regular support as the role requires.
- Opportunity to take part in external learning and networking activities.

## Responsibilities

Providing support to Stroke Association supporters who are willing to engage Parliamentary candidates in their local constituency.

Monitoring developments around the election, and the development of candidate lists, and keeping colleagues informed of changes and opportunities that affect our work.

Recording and reporting on supporter activities.

Responding to enquiries and requests for support from stroke survivors and our wider campaign community.

Working collaboratively with public affairs and campaigns colleagues across the UK.

# Role Profile

Person Specification – below is listed all of the essential / minimum criteria for the role	
Ability to effectively engage with, and support, people affected by stroke	Essential
Good written and verbal communication skills	Essential
Willingness to travel around Scotland to meet with supporters	Essential
Ability to carefully organise and update lists and other information	Essential
Ability to be self-motivated and organised, as well as working closely with colleagues	Essential
Enthusiasm and a willingness to learn	Essential