

Job description and person specification:

Community Organiser Dundee

# KEY CONTRACT DETAILS

**Job title:** Community organiser

**Location:** Dundee

**Reports to:** Wider Scotland Head Organiser

**Working hours:** 7 hours daily (not including 1 hour’s lunch break) between the hours of 11am and 7pm. Working pattern to be agreed with the line manager. 35h/week
**Contract:** 12 months, £24,057 - £24,785 per annum (£13.22 - £13.62 an hour) dependent on experience and level of responsibility, fixed term, subject to extension.

**Start date:** October 2025, ideally Monday 6th of October 2025.

# JOB DESCRIPTION

Living Rent is hiring a full-time community organiser to support members organise in their neighbourhoods to challenge the issues they face and to fight for better housing and a system that works for the common good. The role entails outreach (stalls, door knocking), recruiting members, and supporting members to organise meetings, take responsibilities locally, build democratic neighbourhood branches and take part in city-wide and national structures.

**This post will specifically focus on targeting areas that are vulnerable to flooding, supporting people in those areas to organise around issues that they care about and learn about climate change and how to ensure that our homes and neighbourhoods are more prepared for its impacts.**

The organiser will support members to research their issues, select relevant campaigns, define achievable wins , organise direct actions and support members in negotiations with relevant targets including private/ social landlords, private companies, the local municipality. You will aim to recruit members and support them to build power across Scotland.

We are looking for someone who is passionate about building real people power and excited about the chance to work for a young, diverse and member-run organisation. Experience in recruitment, training delivery, community education or campaigns is welcome; however enthusiasm, willingness to learn and commitment to social justice are more important than previous experience as training will be provided. This role may suit someone with experience in sales, street fundraising or other customer/public facing work, who wishes to move into organising.

This post is accountable to Living Rent’s democratic structures and line managed by Living Rent’s Wider Scotland Head Organiser. Living Rent staff members primarily work Monday - Friday between 11am and 7pm, though the work will sometimes need to be done at other times of day, along with some weekends. Some unsocial hours are inevitable and flexibility is vital.

We are a Living Wage employer. Support for the professional development and training of our staff members is a priority for Living Rent and we invest considerable time and resources to achieve this. We are committed to supporting all of our staff members to grow and learn through their role and to implement reasonable adjustments.

This role is funded through the Climate Fund of the National Lottery.

Living Rent is an equal opportunity employer and values diversity. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

# JOB RESPONSIBILITIES:

Main Duties

* To research and map out an area, key constituency, potential campaigns and local allies in Dundee, specifically regarding flooding issues
* To recruit Living Rent members through door knocking, street stalls, face to face interactions, phone calling, 1-to-1 and social media outreach (this takes up 40% of our organisers’ time)
* To bring together and organising Living Rent members in local branches, ensuring that meetings are regular and that members build an accountable structure
* To support members to identify opportunities and issues of common concern for campaigns related to housing and/or community issues, research potential solutions, plan direct action, build coalitions and negotiate with relevant targets to win the campaign.
* To support members to run local and regular member defence activities, where members in private, social and council housing bring their housing problems to meetings and build a strategy around their ideal solution.
* To deliver training to members: outreach, campaign strategy, media, member defence, chairing.
* To identify and support members and officers to take on leadership roles in the organisation
* To support elected leaders to enable them to carry out their roles
* To develop relevant partnerships and networks, alongside officers, to further the goals of the branch and the organisation more widely
* To support communication and engagement with Living Rent members and supporters, including through social media and press releases and advertising member defence activities and victories
* To deliver required administrative tasks, notably recording, keeping secure and making use of membership data, managing your google calendar, keeping timelines, reporting on your targets, and evaluating impact, activities and outcomes.
* To actively support and participate in the staff team’s activities and trainings.
* To deliver on other communication and administrative tasks including using communication and social media such as email, whatsapp, facebook and updating the website.
* To keep informed and well briefed on relevant local and national developments, especially in relation to rented housing.
* To represent Living Rent professionally and positively in writing and verbally

# PERSON SPECIFICATIONS:

We are looking for someone who is passionate about building real people power and excited about the chance to work for a young, diverse and member-run organisation.

This is a list of skills and attributes we are looking for in a potential candidate. These may have been developed in a work, or voluntary capacity or through your personal life circumstances. Experience in education and training, management (staff and/or volunteer), workplace organising, fundraising, recruitment, sales or customer facing roles, or campaigning is desired, though not mandatory. We would encourage interested candidates to think broadly about where they might evidence these kinds of abilities, as it may not be in a paid work context. Willingness to learn, a positive attitude and ability to work under pressure are more important qualities than extensive experience as training will be provided.

**Qualifications and training:**

* No formal qualifications necessary.

**Experience:**

Desired candidate will have experience in one or more of the following:

* Recruitment, sales or customer facing roles;
* Fundraising roles, particularly on the street, door-to-door or on the phone;
* Experience of education and training
* Experience of management, mentoring or coaching (staff and/or volunteer)
* Experience of workplace organising
* Experience of working with volunteers or members of an organisation

**Ability:**
Desired candidate will be able to demonstrate the following abilities:

1. Ability to recruit members
2. Ability to motivate and develop the potential of others in a 1-to-1 setting (particularly those different to you);
	1. Experience of motivating people to participate in activity or to do something
3. Ability to train, motivate and develop the potential of others and provide support to a range of people
	1. Experience of teaching, training and/or mentoring
4. Ability to develop and manage a team with set aims and targets to produce results;
	1. Experience of effective team work, supporting teams of volunteers, delegating work appropriately, or identifying training needs of others
5. Ability to think strategically and creatively to develop solutions to problems;
	1. Experience of analysing information and data, developing action plans, developing solutions to resolve problems or making decisions within guidelines
6. Ability to plan and organise under pressure
7. Ability to communicate well verbally and in writing;
	1. This might include experience of mentoring and coaching, making presentations, or writing newsletters, leaflets or marketing materials
8. Ability to consistently do to weekly desk working/administrative tasks, using documents and spreadsheets
9. Ability to work in a team and work towards targets

**Attitudes and values:**

* A willingness and enthusiasm for speaking to strangers all year round, at their doors, on the street or on the phone
* A willingness to learn
* An understanding of and commitment to the principles of fairness, equality, democracy and social/economic justice
* A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates
* A high level of personal organisation
* Self motivation and adaptability
* Positive attitude and ability to handle rejection and complaints

**Other Skills**

* Experience of ICT including email and social media, use of spreadsheets and databases
* Physical Skills (with modification where necessary according to Equality Act 2010):
	+ Willingness to engage in door knocking in local communities; attend street stalls; ascend and descend flights of stairs in blocks of flats or tower blocks.
	+ Willingness to work alone (including house visits);
	+ Occasional light lifting of materials;
	+ Ability to travel

# ABOUT LIVING RENT

Living Rent is Scotland’s Tenant and Community Union. We are people campaigning for better rights for tenants, protections against rent increases, evictions and poor-quality housing and we represent and defend our members when they are having housing problems or problems in our community. We are not affiliated to any political party and only answer to our members.

By building power and challenging decision-makers collectively, we not only win for our members but we also fight for a housing and political system that puts people before profit. We believe in the collective power of members to fight for their rights together and use diverse tactics – including direct action – to achieve this. Living Rent is affiliated to ACORN International and the International Union of Tenants. We work closely with ACORN UK.

For more information, see our website: <http://www.livingrent.org>

