

Assistant Campaigner

Job Description and Person Specification



<u>Job Title:</u>	Assistant Campaigner
<u>Grade and Salary:</u>	£21,000 p.a.
<u>Reporting To:</u>	Head of Policy & Campaigns
<u>Location:</u>	Brighton
<u>Contract:</u>	12 months (with possibility of renewal subject to funding)
<u>Hours:</u>	Full Time (35 hours per week)
<u>Travel Requirements:</u>	The post could involve national travel
<u>Closing date & Interviews:</u>	The closing date for applications is 11pm on Thursday 31 st January. Interviews will be held on Monday 11 th February in Brighton. PAN UK is able to help with travel costs if required.

PAN UK is the only charity in the UK dedicated solely to raising awareness of the problems with pesticides and working for better solutions. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides, to reduce dependence on pesticides and to increase the adoption of sustainable alternatives to chemical pest control in agriculture, urban areas, public health and homes and gardens.

For the past thirty years, PAN UK has worked with groups and individuals concerned with health, environment and development, to promote healthy food and a sustainable agricultural system which will provide food and meet public health needs without dependence on toxic chemicals and without harming food producers, agricultural workers, or the environment

Our work includes campaigning for change in policy and practices at home and overseas; co-ordinating projects in the developing world which help smallholder farming communities escape ill-health and poverty caused by pesticides; and contributing our wealth of scientific and technical expertise to the work of other organisations who share our aims.

PAN UK operates as part of a global network with partner organisations based in North America, Europe, Africa, Asia and Pacific and Latin America. In addition to the network partners, PAN UK works closely with a wide range of like-minded organisations based in the UK and Internationally.

Role purpose

We are looking for a passionate person dedicated to pushing for environmental and social justice to support the UK Policy & Campaigns Team in its work. As Assistant Campaigner, you will be involved in a wide variety of tasks including; planning campaign strategy, conducting research, writing online and offline communications materials, liaising directly with members of the public, organising events, public speaking and feeding into fundraising proposals and reporting.

As well as providing support to the team, you will lead on developing and supporting local campaign groups to push for an end to the use of pesticides in their local area. You will be an integral part of a small, high-performing team working in a quickly changing political environment to reduce pesticide-related harms in the UK.

Specific Responsibilities

1. Lead on coordinating Pesticide-Free Towns campaigns groups (roughly 2.5 days per week)

- Keep in regular contact with all active PFT groups around the UK and keep track of their progress.
- Manage the PFT campaign's Facebook group and page, posting regular content and responding to communications from members of the public.
- Monitor the PFT campaign's email address and respond promptly to all incoming communication.
- Ensure that PFT campaigners have the information and advice they need.
- Assist local PFT campaign groups in running events, including attending and speaking at the events.
- Identify and reach out to like-minded local organisations and groups in order to raise their awareness of urban pesticide use.
- Keep records on all PFT campaigners, ensuring that the data is up to date and compliant with UK data laws (based on advice from PAN UK's Communications Manager).

2. Communications and events

- Produce a range of online and offline communication materials such as newsletters, blogs, social media posts, infographics and information leaflets.
- Take complex ideas and present them in a way that's accessible to decision-makers and the public.
- Contribute content for PAN UK's website and social media channels.
- Organise events on behalf of PAN UK, ensuring that they run professionally.
- Prepare presentations and speak at events organised by others.

3. Research

- Conduct research into a wide variety of subjects, as requested by the UK Policy & Campaigns Team.
- Present research findings accurately, including references.

4. Other

- Be an active member of the UK Policy & Campaigns Team, attending meetings, helping out other team members as required and feeding into the team's strategy.
- Contribute to funding proposals and donor reports as and when required.
- Sign off all spending in advance with the Head of Policy & Campaigns.
- Represent PAN UK externally, ensuring to enhance and not undermine the organisation's reputation.
- Work within PAN UK's policies, processes and procedures at all times.
- Other duties as may reasonably be requested and commensurate with the post.

Person Specification

Essential:

- Commitment to the achievement of environmental and social justice and a belief that campaigning works.

- Bachelor's degree or equivalent 3 years' work/activism experience in a relevant field (this can be paid or unpaid).
- Excellent written communication skills in order to communicate complex policy issues with diverse audiences in a clear, meaningful and effective way.
- Strong attention to detail and accuracy, particularly in written work.
- Willingness to travel within the UK.
- Strong understanding of social media, in particular Facebook.
- Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities.
- Organisational and administrative skills that demonstrate the ability to work efficiently and autonomously, as well as part of a team.
- Excellent interpersonal and communication skills and an ability to get on with people of varied backgrounds.
- Willingness to do public speaking.
- A positive, 'can-do' attitude and the confidence to undertake new tasks.

Desirable:

- Experience of campaigning for change.
- Knowledge of relevant issues including pesticides, the environment, conservation, politics, human health etc.
- Experience of organising events.
- Research skills, including knowledge of referencing.