Campaigns and Communications Assistant
Job Description and Person Specification

Job Title: Campaigns and Communications Assistant
Grade and Salary: £21,000 p.a.
Reporting To: Head of Policy & Campaigns
Location: Brighton (working from home temporarily due to Covid with plans to work full-time from PAN UK's Brighton office as soon as possible)
Contract: 12 months (with possibility of renewal subject to funding)
Hours: Full Time (35 hours per week)
Travel Requirements: The post could involve national travel

How to apply:
If you are interested in applying, please send your CV and a covering letter of no more than two pages explaining how you meet the person specification and what you can bring to the role to josie@pan-uk.org by 11pm on Sunday 6th September.

PAN UK actively encourages applications from eligible candidates from diverse backgrounds, particularly those from minority ethnic groups which remain under-represented in the charity sector. If you would like to discuss whether you are eligible to apply for this role, please email Josie Cohen at josie@pan-uk.org.

Background
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; coordinating 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 Campaigns and Communications Team in its work. As Campaigns and Communications Assistant, you will be involved in a wide variety of tasks including; writing online and offline communications materials, using social media to spread PAN UK’s message, liaising directly with members of the public, organising and speaking at webinars and events and providing administrative support to the team.

You will also lead on 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 and webinars, 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**
   - Write and 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 and webinars on behalf of PAN UK, ensuring that they run professionally.
   - Prepare presentations and speak at events and webinars organised by others.

3. **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.
   - Provide administrative support to the team as 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.
- 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.
- Strong understanding of and experience using social media.
- Motivated self-starter able to work independently and manage own workload.
- 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.
- Excellent interpersonal and communication skills and an ability to get on with people of varied backgrounds and work well within a team.
- Excellent verbal communication skills and a willingness to do public speaking.
- A positive, ‘can-do’ attitude, a desire to learn new skills and the confidence to undertake new tasks.
- Willingness to travel within the UK.

Desirable:

- Experience of campaigning for change.
- Bachelor’s degree or equivalent 3 years’ work/activism experience in a relevant field (this can be paid or unpaid).
- Knowledge of relevant issues including pesticides, the environment, conservation, politics, human health etc.
- Experience of organising events.