



JOB PROFILE – Senior Community Organiser

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Status & Hours: Permanent, 80% FTE (28 hours per week)

Reports to: Head of Campaigns & Engagement

Location: London (requests for remote working will be considered)

Salary: £29,294 (£36,618 pro rata)

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Monday 16 March: application@jubileedebt.org.uk

1. About the role

Jubilee Debt Campaign is recruiting a Senior Community Organiser as part of our household debt campaign. This is a new role leading an exciting and ambitious new 3-year project aimed at working with people directly affected by personal debt problems to build individual leadership and collective power, supporting them to build effective campaigns that lead to change, and strengthen national level campaigning and influencing on the issue of household debt.

Personal debt has reached its highest ever level in the UK – a staggering £217bn. Low wages, precarious work and welfare cuts are pushing more and more people to rely on debt just to cover basic needs, and lack of effective regulation by the government means borrowers are being charged punishing interest rates by rip-off lenders. This must change. We believe the most effective way to address the problem of the growing household debt trap is by building the power of people who are affected. This is an exciting role that will support communities to address one of the most pressing issues of poverty and inequality in the UK.

Energetic, highly personable and highly organised, you're equally comfortable building relationships in communities as engaging with politicians or the media. Your proven skills and experience in community organising, and your commitment to building people-powered social change will be key to helping us drive forward inspiring and impactful campaigns as we embark on an exciting new five-year strategy.

There is a permanent role being offered on a part-time basis of 4 days (28 hours) per week. We offer pension contributions of up to 7.5% of salary (depending on equivalent contributions made by the employee), an annual leave entitlement of 21 days per year per annum plus bank holidays (pro rata), and flexi-time working arrangements outside the core hours of 10am-4pm. The role will involve a lot of travel outside of London. We envisage the role will be based out of our central London office near Old Street, but requests for remote working will be considered.

2. About us

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, and campaigning, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is fair, democratic and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed or driven into poverty by debt.

We have a small, highly-skilled team with an agile, creative and flexible approach, a network of local activists across the UK, a growing community of online activists, and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for developing countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 poor countries from being sued by vulture funds in UK courts
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea
- A cap on interest and charges for rip-off 'rent-to-own' products

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in developing countries to bear on the debt problems and opportunities facing the UK economy. We've just finalised a new strategy with ambitious goals to guide the next 3-5 years of our work.

3. Role Responsibilities

The main responsibilities for the Community Organiser are as follows:

Outreach & Relationship-building

- Use community organising techniques and approaches, such as 1:1 meetings, to identify and build relationships with community members in key areas
- Identify leaders from diverse backgrounds who can build power locally
- Create opportunities for community members to come together to share experiences and build relationships
- Use campaigning and organising approaches such as stakeholder and power mapping to identify key relationships and targets

Training & Leadership Development

- Build the power of those affected by household debt to take action on the issues they care about
- Develop and deliver training to support local campaign strategy and leadership development
- Ensure training and leadership development is coordinated in terms of our wider engagement plan for JDC supporters

Strategy & Campaigning

- Develop our organising approach for household debt, and work to further develop and implement this model in the different areas where we are organising
- Support communities to build local campaign strategies that deliver change, including identifying opportunities for strategic interventions and nationwide coordination
- Maintain a knowledge of the key arguments and demands of our priority campaigns, with a focus on household debt
- Contribute to the development of our overall household debt campaign strategy, helping to ensure that an organising approach and perspectives are built into this strategy

Organisational

- Monitor the project budget and keep accurate and up to date records and evidence for expenditure
 - Participate in team discussions on strategy and day-to-day operations and help with facilitation
 - Support the team with shared responsibilities around administration
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4. Person Specification

ESSENTIAL

- Training and proven track record in Community Organising, with at least 3 years' experience of successfully using Community Organising techniques e.g. 1:1s, listening campaigns
- Good experience of developing and delivering training, including strong facilitation and public speaking skills and understanding of different learning approaches
- Strong interpersonal and relationship-building skills, including demonstrable ability to engage with people from a diverse range of backgrounds including those with lived experience of injustice
- Experience of campaigning, either in a voluntary or paid capacity
- Ability to communicate in a clear, sensitive and confident manner verbally and in writing
- Experience of helping to organise events (e.g. conferences or workshops)
- Ability to work to deadlines and take responsibility for delivering projects without day-to-day supervision
- Effective project management skills, including planning, monitoring and evaluation
- A positive, can-do attitude and willingness to 'pitch in'
- Ability to work collaboratively as part of a team
- Commitment to social justice and to tackling all forms of oppression, bigotry and exclusion
- Support for Jubilee Debt Campaign's vision and mission
- Good IT literacy (including Microsoft Office, social media and email/internet tools)
- Willingness and ability to travel for work, including sometimes being away from home for consecutive nights, and to work occasional evening and weekends as required (NB. Time worked out of hours is always paid back as TOIL)

DESIRABLE

- An understanding of UK economic justice issues
 - Ability to draft clear, concise and engaging copy and experience of writing blogs, emails and social media content for campaigning
 - Experience of facilitating difficult conversations and mediating / resolving conflicts
 - Experience of managing project budgets and monitoring expenditure
 - Experience of working with the media
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5. Safeguarding

Please note that the candidate who is offered this position will need to undergo a DBS check before the appointment is confirmed.

6. How to apply

Applications, each including a completed Application Form and a completed Equal Opportunities Form, must be submitted by email to application@jubileedebt.org.uk by 9am on Monday 16 March.

Please DO NOT submit a CV; we will accept only applications submitted on our application form. We are very sorry that we cannot reply to all unsuccessful candidates, so if you have not heard from us by Monday 23 March, please assume that we were not able to shortlist you.

Applicants must have the right to work in the UK; Jubilee Debt Campaign cannot sponsor visas for people who do not already have this right.

Interviews will take place on Tuesday 31 March.

7. Further guidance on your application

These following notes are intended to help you complete the application form. This form is of vital importance as it provides the only information on which we can base our decision as to whether your skills and experience match the needs of the job and therefore whether to invite you to interview.

A. General

- Remember to complete all parts of the application form. If you think some parts do not apply to you, write 'not applicable' in the spaces provided for your answer.

B. References

- Remember to check with your referees that they are happy for us to contact them before you nominate them. We will not contact them without informing you.
- You are asked to supply details of referees that cover the last five years of your employment. One should be your current line manager, or your most recent line manager if you are not currently in employment.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, e.g. as a member of a committee, you could include the chair of the committee among your referees.

C. Employment History

- Please give details to the nearest month and year of previous jobs held, and account for any gaps in your employment record.
- Some people will have developed many relevant skills through voluntary unpaid work. These details should be included on the form, particularly where the experience has helped you to develop skills and abilities that we have asked for.

D. Education or Training

- In this section please include information about any relevant courses that you have attended, as well as your educational history from A-level (or equivalent) onwards.

E. Supporting Statement

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, please refer to the Role Responsibilities and Person Specification earlier in this pack.
- In this section of the form it is essential that you set out how your skills and experience meet each of the points in the Person Specification. Make sure that you give specific examples. This means telling us what you personally did in your role rather than what the team did. It also means giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.
- We will assess how you meet every criteria in the Person Specification, so it is important that you try to address each specific skill or experience that is listed.

F. Criminal Convictions

- The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and its relevance to the job. If you are shortlisted, this will be discussed with you at the interview.

8. Equality and Diversity Policy

Jubilee Debt Campaign is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. Through the implementation of this policy we seek to:

- Ensure that all staff (current and prospective), volunteers, members of the Board, and other elected representatives and members are afforded equal opportunities regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, health, gender, gender reassignment, marital status, parental status, caring responsibilities, sexual orientation, disability, socio-economic background, educational background, ex-offender status, or any other inappropriate distinction.
- Promote diversity and equality for persons working for and on behalf of Jubilee Debt Campaign and value input from individuals and groups of people from diverse cultural, ethnic, socio-economic and other distinctive backgrounds.
- Promote fair and equal treatment for employees in fulfilling their potential, ensuring that no individuals or groups of people are afforded unfair privilege within the working environment.

- Treat all members of staff fairly and equally, irrespective of their length of service, status and number of hours worked.
 - Challenge discriminatory practice and less favourable treatment, wherever this is identified.
 - Undertake positive action, wherever possible, to encourage greater participation of under-represented groups of people across the organisation.
 - Promote an environment free from discrimination, victimisation or bullying in any way or form in relation to all employees and visitors to the organisation.
 - Regard breaches of JDC's Equality and Diversity Policy as misconduct which may lead to disciplinary action.
 - Keep under review all employment practices and procedures to ensure fairness.
 - Keep under review all practices and procedures as set out by the Management Committee and as defined within the Staff Handbook, to ensure fairness and equality.
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9. Finally

Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.