



JOB PROFILE – Campaign Support Officer (June 2019)

Status & Hours: One year fixed-term contract, full-time (35 hours per week)

Reports to: Head of Campaigns & Engagement

Location: London

Salary: £29,393

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Monday 5 August: application@jubileedebt.org.uk

1. About the role

Jubilee Debt Campaign is recruiting to a new Campaign Support Officer role to provide administrative support across all our campaigns and operations and to help build, empower and maintain relationships with our growing supporter base.

Energetic, personable and highly organised, you're equally comfortable updating a complicated spreadsheet and striking up a conversation with someone you've never met before. Your organisational and people skills, 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.

As part of a small and highly effective team, you will have the opportunity to play a key role across a number of different campaigns and projects.

This is a one-year fixed term contract. There may be opportunities to stay on after that in a permanent position.

The role is being offered on a full-time basis (5 days / 35 hours per week), but applications to work 4 days (28 hours) per week will be considered. We offer pension contributions of up to 7.5% of salary (depending on equivalent contributions made by the employee), an annual leave entitlement of 26 days per year per annum plus bank holidays, and flexi-time working arrangements outside the core hours of 10am-4pm. The role is based in our central London office near Old Street.

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 just 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 unjust 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
- Creation of a new global network to tackle the dangerous new debt-creating mechanism 'Public Private Partnerships', currently comprising 150 campaigners in 45 countries

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're now finalising a new strategy with ambitious goals to guide the next 3-5 years of our work. Our priority campaigns for at least the next 1-2 years are focused on:

1. **The New Global South Debt Crisis:** Sounding the alarm on the new wave of debt crises hitting impoverished countries in the global South, and campaigning to tackle irresponsible lending from the City of London and the repeated bailing out of these lenders by the World Bank and IMF.
 2. **The Great British Debt Trap:** Working with partners in the End the Debt Trap coalition to secure government action to tackle Britain's spiralling household debt crisis and find solutions for the 3 million households who are now severely indebted.
 3. **The Climate Debt Spiral:** Campaigning to secure debt relief for heavily indebted small island states on the frontline of climate change, like the Caribbean islands, and for grants not loans for disaster recovery and reconstruction.
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3. Role Responsibilities

The main responsibilities for the Campaign Support Officer are as follows:

Supporter Engagement

- Dealing with supporter enquiries by phone, post and email
- Maintaining and updating supporter contact records on the database
- Helping with the production and distribution of offline and online supporter communications and actions, including drafting copy, undertaking picture research, and organising mail-outs.
- Organising meetings, conference calls and webinars with supporters and taking minutes

Campaign Communications

- Maintaining a knowledge of the key arguments and demands of our priority campaigns
- Helping with media monitoring
- Supporting with social media content and digital communications across all channels, including drafting blogs and action pages
- Managing the stock of campaign and promotional materials.

Events

- Organising and staffing stalls at events and festivals, being the public face of Jubilee Debt Campaign at these events
- Supporting development and delivery of Jubilee Debt Campaign events, including conferences, workshops, protests, and stunts

Administrative Support & Office Management

- Carrying out administrative tasks such as answering the phone, handling post, organising despatch services, booking travel and printing documents
- Supporting the Head of Operations in ensuring the smooth running of the office
- Providing administrative support to the Director

Organisational

- Supporting cross-organisational planning, including scheduling meetings and taking minutes
 - Participating in team discussions on strategy and day-to-day operations and helping with facilitation
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4. Person Specification

ESSENTIAL

- At least 1 year's office administration experience, including dealing with telephone and email enquiries
- Experience of campaigning / activism in relation to a UK or global justice issue (for example: on poverty, workers' rights, racial justice, climate justice, human rights, or a grassroots community campaign), either in a voluntary or paid capacity
- Ability to communicate in a clear, sensitive and confident manner on the phone, in person and in writing with internal and external parties
- Experience of maintaining databases with a high degree of accuracy and timeliness
- Experience of helping to organise events (for example: conferences, workshops, stunts or direct actions)
- Sensitive towards working with people from a range of different backgrounds (social, economic, political and religious)
- Ability to work to deadlines and take responsibility for delivering tasks and projects without day-to-day supervision
- A positive, can-do attitude and willingness to 'pitch in'
- Ability to work collaboratively as part of a team
- Good IT literacy (including Microsoft Office, social media and email/internet tools)
- Willingness to work occasional evening and weekends as required

DESIRABLE

- An understanding of global / UK economic justice issues
 - Ability to draft clear, concise and engaging copy and experience of writing blogs, emails and social media content for campaigning or promotional purposes
 - Experience of editing or proofing written content
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5. Information for applicants

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 5 August.

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 Wednesday 14 August, 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 **Thursday 22 August**.

These following notes are intended to help you complete the enclosed 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.

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.

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.

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.

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.

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.

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.

6. 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.

7. Finally

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

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