

Job Description

Job Title:	Campaigns and Political Assistant
Reports To:	Head of Research, Policy and External Relations
Location:	London
Salary:	Approximately £34,000 (including London weighting)

Job Purpose

Reporting to the Head of Research, Policy and External Relations and working within the Research, Policy and Politics Unit (RPPU), the Campaigns and Political Assistant will work as part of a multi-disciplinary team delivering support to all levels of the union on campaigns and politics. The role will involve shaping and supporting the delivery of Community's political strategy, the coordination of campaigns across the union, as well as support Community's research and policy work to advance the industrial and organisational aims of the union.

Community is striving to build a team that is truly inclusive. We welcome applications from underrepresented and marginalised groups, particularly lesbian, gay, bisexual, transgender or non-binary (LGBT+) people, disabled people, black and ethnic minority people and women.

Person Specification:

- Educated to degree level or equivalent.
- Excellent communication skills, particularly the ability to write clearly for a range of audiences.
- Experience of working on campaigns and with a variety of stakeholders to achieve objectives.
- Experience of working with politicians and their staff.
- Knowledge of Labour Party structures.
- The ability to work well within a team and also the drive to work independently.
- Proven ability to be innovative, adaptable and creative with attention to detail.
- Ability to effectively manage workload and work flexibly to meet organisational needs.
- Excellent research skills and working knowledge of information sources.
- Understanding and passion for trade union principles, beliefs and ethos.
- Experience using of Microsoft Office suite.

Main Duties and Responsibilities:

- Coordinate campaign activity across the union and help shape campaign strategy.

- Develop high quality campaigns which engage the union's membership and deliver the union's policy objectives.
- Lead on the day-to-day delivery of Community's existing campaigns and identify further campaign opportunities for the union and members.
- Develop relationships with external organisations to raise the profile of the union, further the union's interest and build relations.
- Support the union's industrial, collective-bargaining and organising agenda.
- Monitor the political environment, including relevant parliamentary debates and questions, and develop our parliamentary updates and other briefing documents.
- Work with the Head of Research, Policy and External Relations to develop Community's political strategy, engagement with the Labour Party and other political groups.
- Support the work of Community's Parliamentary Group and engage with politicians across the political spectrum.
- Assist with the management of Community's political fund.
- Work with the Communications team to produce political communication, tailored to the needs of different campaigns and aims of the union.
- Proactively develop new ways to engage with CLPs to get more Community members involved politically.
- Work with regions to identify and support the training of members and reps to stand for elected office at all levels.
- Support senior officers by advising on political activity and political decisions.
- Write on behalf of the General Secretary and other senior staff, for a variety of audiences.
- Represent Community at various external events and meetings.
- Other tasks as directed.

To apply for this role, please **submit a CV** and **cover letter** relating to your aptitude for learning, skills, qualifications, experience and other personal qualities in relation to the person specification, main duties and responsibilities requirements, as well as complete an **Equal Opportunities Monitoring Form**, and the **Community Guidelines and Information**.

Please send your application documents to Community's Personnel Department:
cappleyard@community-tu.org.

The deadline for applications is **5pm on Friday 11th September 2020**, with interviews commencing 14th September, and successful candidate starting the role as soon as possible. There will also be an opportunity for candidates to be interviewed virtually.