

**Closing date:** 12 noon Friday 23 August 2019

**Interview date:** Thursday 29 August 2019

***Please note that we don't accept any late applications.***

If you haven't heard from us by the interview date, please assume that your application has been unsuccessful on this occasion.

# Policy & Campaigns Support Officer

Job description and person specification

## **Job description**

### **Grade and salary**

Grade 6 £35,785 (pro rata)

### **Job type**

Temporary backfill cover until end of December 2019 – to be reviewed after three months. Offered as secondment opportunity or short, fixed-term contract

### **Hours**

35 hours per week, Monday to Friday

### **Location**

Liverpool, North West Office

### **Responsible to**

Regional Secretary

### **Job purpose**

To support and assist in the delivery of the TUC's key policy and campaigning priorities

### **Job content**

- To undertake the following tasks:

#### **Supporting policy and research work**

Support Policy Officers (POs) and other staff by undertaking policy/research activity including:

- helping collate statistical and other information for use in campaigns and reports;
- undertaking statistical analysis;
- helping draft reports
- supporting development of key consultation responses;
- developing campaign and policy briefings.

#### **Campaigning work**

- Arrange meetings of trade union representatives and other external stakeholders
- Support the planning and implementation of campaign activities
- Organise conferences, seminars, briefing sessions and other events
- Promote policy and campaign activities including using social media

#### **Media work**

Contribute to media work, including:

- assisting with sourcing media stories to maintain media profile;
- assisting with developing work for press release;
- assisting with providing media briefing on specific campaign issues;
- assisting with developing research to inform social media campaign resources;
- drafting blog posts.

#### **Administration**

- Support with co-ordinating and developing Departmental web and social media presence
- Respond to requests for information from trade unions and the public in a timely manner
- Ensure efficient maintenance and development of administration and record systems for policy/campaign work, including stakeholder mailing and email contact lists

- Be responsible for own routine administration
- Undertake other relevant administrative functions within the office
- ensuring data protection compliance at all times

**Other duties**

- Undertake project related activities as requested to support POs and other staff
- Any other reasonable tasks as determined by the Head of Department

## **Person specification**

### Essential criteria

#### **Qualification**

- A level 4 or 5 qualification (for example a Certificate of Education, HNC, HND or BTEC professional diploma) or demonstrable equivalent experience

#### **Experience**

- Undertaking analysis of statistical data
- Writing briefings, reports or blogs
- Organising meetings, seminars, conferences or similar events

#### **Skills**

- Ability to undertake basic analysis and presentation of statistical data
- Excellent communication and interpersonal skills including ability to network effectively with a wide range of partner organisations
- Excellent writing skills
- Excellent record keeping and administration
- Sound organisational skills including time management
- Good ICT skills including databases, spreadsheets, social media and internet use

#### **Knowledge and understanding**

- Demonstrably good knowledge and understanding of key issues for the TUC including current issues in trade unionism, employment rights, equality and diversity, economic and social affairs and politics

#### **Personal qualities**

- Strong personal commitment to the aims and values of the trade union movement
- Interest in the issues covered by the economic and social affairs department, including economic, political and social issues.
- Ability to work independently and make a constructive contribution to team work
- Able to meet targets and deadlines without close supervision
- Able to take responsibility and initiative when managing specific projects or work areas

- Willingness to learn and develop new skills

**Circumstances**

- Must live within daily commuting distance of Congress House
- Must be flexible and able to undertake occasional evening and weekend duties, including some overnight stays

**Desirable criteria**

Qualifications

- A degree or equivalent level 6 qualification

**Experience**

- Experience of working with or within the trade union movement and/or working in a policy, research and/or campaigning post or environment