

**The closing date is 12 noon Tuesday 7<sup>th</sup> August 2018. First stage short listed candidates will be invited to an Assessment Day on 28 August 2018 and interviews will be held on Wednesday 5 September 2018.**

**If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion your application has been unsuccessful.**

# **Policy and Campaigns Support Officer - OSD**

*Job description, person specification and terms and conditions*

## **Job description**

### **Grade and salary**

Grade 6 £34,178 rising incrementally to £35,559

### **Job type**

Permanent

### **Hours**

35 hours per week

### **Location**

Based at Newcastle Offices

### **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 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 maintaining 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

**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 and / or Regional Secretary
- To assist in the provision of a wide range of support for TUC Education including:
  - promotion and marketing of new online learning offer,
  - supporting reps and union officials apply online and
  - mentoring and supporting elearners

## **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**

- Supporting policy development, research and data analysis
- Supporting campaign activities
- Organising meetings, seminars, conferences or similar events
- Project management

### **Skills**

- Excellent communication and interpersonal skills including ability to network with others to exchange information and develop contacts
- Excellent writing skills
- Excellent record keeping and administration
- Sound time management skills including ability to prioritisation and organise
- Good ICT skills including databases, spreadsheets, social media and internet use

### **Knowledge and understanding**

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

### **Personal qualities**

- Able to work independently and collaboratively with colleagues
- Adaptability and flexibility
- Able to meet targets and deadlines without close supervision
- Able to take responsibility and initiative when managing specific projects or work areas
- Strong personal commitment to the aims and values of the trade union movement

**Circumstances**

- Must live within daily commuting distance of the regional office
- 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