

Campaigns Assistant @

SEPTEMBER/OCTOBER 2019

Salary:	£26,000 / year
Contract:	One-year fixed-term
Hours:	Full-time, 35hrs/week
Apply by:	Monday 28th October at 9am

Job role and purpose

The Campaigns Assistant supports the Medact team in our work to empower healthcare workers to campaign for a safer and more just world. This is an entry-level role for someone with a passion for health justice who is keen to gain high-quality experience in a campaigning organisation.

Job Description

Campaigns, policy and research

- Build supporter emails, campaign actions and events pages using our content and data management systems; and develop skills to draft engaging copy for these
- Take responsibility for the logistics of offline campaign actions including stunts, photo-opportunities and petition-hand-ins
- Provide support for Medact's research work, including helping with the submitting of Freedom of Information requests, and conducting literature reviews
- Help to keep Medact's policy briefings up to date
- *Focus of development: increasing understanding of campaign strategy and tactics, and the importance of evidence-based research in a campaigning context*

Communications

- Support the team to put out engaging and appropriate content on our social media channels, including developing some of the content
- Undertake social media analysis to help the team meet our communications goals

- Support the team to develop and upload new content to the website
- Help to design fliers, online graphics and other visual communications for our campaigns
- **Focus of development:** *increasing understanding of how to use digital and mainstream media to connect people and create campaigning impact*

Supporting our movement

- Work with the Movement Builder to identify ways to engage new members, diversifying our existing community
- Respond to member and supporter enquiries by email, phone, and post
- Help to keep our contact database up to date.
- Support the team to organise and follow up from events, stalls, meetings, conference calls and webinars
- Help members and supporters to use the online resources we provide to run their campaigns and communicate with each other
- **Focus of development:** *learning about supporting volunteer campaigners to work together to create change*

Operational support

- Support the Operations Manager with membership administration
- Provide general administrative support to the Director and Operations Manager, including preparation for board meetings
- Office tasks such as cross-organisational planning; handling post; answering the office phone and general office emails
- **Focus of development:** *learning about using member and supporter data to produce reports which support and inform our work.*

Team and Further Professional Development

- Contribute to the development of team projects and strategies
- Shadow team members at external meetings and events

- With support from line manager and Executive Director, actively seek and take advantage of opportunities to develop skills in areas relevant to the role, through training and other means

Person specification

Essential

- A passion for social justice and human rights, and a commitment to achieving health equity
- A significant interest in campaigning as a means to shift power and bring about positive change
- Highly organised and good attention to detail; able to manage multiple priorities at once
- Good communication and team-working skills; able to build strong relationships with people and work with them effectively on joint projects
- Good written skills including ability to write clear copy which is appropriate to the context
- Good IT skills including using spreadsheets to sort and analyse data

Note: Experience of using content and membership management systems is not needed - these skills can be acquired while doing the role.

Desirable

- Experience working in health, or with members of the healthcare community
- Campaigning or advocacy experience at any level, whether in professional or personal context
- Experience working with or supporting volunteers collaborating on a joint project
- Experience running or being involved in the running of events
- Experience producing graphics for marketing or social media
- Web editing skills, coding, or database management