

YORKSHIRE CAMPAIGN FOR NUCLEAR DISARMAMENT

Campaigns Outreach Worker (Job Share)

£25,460 (37 Hours per Week) 3 days a week pro rata

We are looking for an experienced and enthusiastic individual to take on the job share role of Campaigns Outreach Worker at Yorkshire Campaign for Nuclear Disarmament.

JOB DESCRIPTION

Strategy and Development

1. To plan, instigate, and support campaigning activity around CND issues in the Yorkshire region.
2. To act as national lead campaigner on the CND 'No to US Missile Defence', Menwith Hill and Fylingdales campaigns and to work closely with national CND on these issues.

Information and Campaigning

3. To play a key role in overseeing and developing ongoing campaign strategies and to implement a range of campaign tactics including, for example, demonstrations, lobbying and public meetings.
4. To develop ideas for actions and events and to see them through from inception to completion.
5. To research, help prepare and disseminate information and campaign materials about events and projects.
6. To contribute to the quarterly *Action for Peace* newsletter, action bulletins and other mailings.
7. To manage and update the Yorkshire CND website and social media accounts.
8. To report to the Co-ordinating Committee and CND National Council. To attend the Co-ordinating group meetings, CND National Council, CND annual conference and other meetings as required and in liaison with the Yorkshire CND Convenor.
9. To develop and maintain relationships with a broad range of organisations working on peace related issues in the region.
10. To actively promote relevant regional and national peace related activities and events.

Administrative

11. To help operate from the Yorkshire CND office during agreed hours and on agreed days. To handle urgent enquiries outside office hours in conjunction with other workers.
12. To manage, schedule and prioritise one's own workload.
13. To organise and manage stalls at relevant events.
14. To keep accurate financial and timekeeping records for submission to the Yorkshire CND Treasurer.

2, Ash Grove Bradford BD7 1BN

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Links

15. To recruit, train and manage campaigning volunteers in the Yorkshire CND office.
16. To act as regional contact for CND events and campaigning activities.
17. To support, develop and set-up local groups across the region.
18. To act as the Nukewatch contact and manage the Nukewatch regional contacts list.
19. To maintain close liaison with other CND regions, the national office, other Yorkshire CND Workers and Convenor.
20. To develop & maintain relationships with other organisations and groups in the region. (already mentioned)

Other

21. To carry out other duties as required by the Yorkshire CND Co-ordinating Group.

LINES OF ACCOUNTABILITY

The Yorkshire CND Co-ordinating Committee is a body elected by the Annual General Meeting. The Campaigns Outreach Worker will be responsible to the Co-ordinating Group. The Convenor and Treasurer will be available to the Campaigns Outreach Worker for support, advice and direction on a day-to-day basis and a management committee exists to support the worker and deal with problems and reviews.

Yorkshire CND also employs a Fundraising and Membership Worker, and Office, Campaigns and Communications worker for 2 days a week each. All Yorkshire CND workers work closely together to support one another's work.

CONDITIONS OF SERVICE

The working week will be 37 hours (pro rata) and time off 'in lieu' will be given for attendance at evening / weekend meetings etc.

Agreed travel expenses will be payable for all travelling done in the course of duty. All staff are expected to use public transport wherever possible

Pension and sick pay arrangements for this post are as laid down by statute.

Nothing in this job description, conditions of service or contract as finally agreed can be changed unilaterally by either the Co-ordinating Committee or the worker. All such changes must be mutually agreed after due consultation. A dispute and grievance procedure will be agreed between the Campaigns Outreach Worker, the Co-ordinating Group and National CND.

All staff are encouraged to join the appropriate trade union.

Holiday entitlement will be 24 days paid holiday a year (pro rata), in addition to recognised public holidays.

Working conditions and pay are reviewed regularly. There will be an initial 6 month probationary period to be agreed, after which either the worker or the Co-ordinating Group will be free to end the contract.

Please note that Yorkshire CND is unable to act as a sponsoring organisation for the purpose of work permits and if you do not have a valid work permit to work in the UK we will not be able to employ you.