



## **Trade Union and Campaigns Officer**

- Salary:** £26,050 rising to £32,967 pro rata on an annual incremental basis plus 5% non-contributory employer's pension.
- Hours:** Full time (35 hours) or 4 days (28 hours) per week subject to agreement. Some weekend and out of hours working is essential, for which time off in lieu will be given.
- Holidays:** 25 working days plus bank holidays (pro-rata if working 4 days).
- Reporting to:** Communications Manager
- Training:** Training relevant to the job and for the development of skills is allowed for up to ten days per year subject to approval.
- Location:** The Campaigns Officer role is based at our London office near Angel. As part of our post-Covid return to office policy CSC staff are working a minimum of 50% of their time in the London office. Staff can currently work up to 50% from home subject to agreement with their line manager. We endeavour to have a staff member in office every day so a rota system is being used. This policy will be monitored and reviewed in 6 months.

The Cuba Solidarity Campaign is a small, dynamic organisation working in solidarity with the Cuban people and to improve relations between Britain and Cuba. We campaign against the 60 year-old United States blockade, for an end to the US occupation of land at Guantánamo Bay, and for an end to interference by foreign governments.

We have more than 5,000 members, affiliated organisations and local groups. As well as campaigning and lobbying, we organise speaking tours, public meetings, attend trade union and party conferences, organise specialist tours to the island, run an online shop and produce a quarterly magazine.

We are advertising for a Trade Union and Campaigns Officer to join our team of five, which includes a Director, Communications Manager, Office Manager, and Admin/Finance Officer.

### **Main Purpose**

The Cuba Solidarity Campaign is looking for a highly motivated person to support our campaigning and lobbying programme, in particular with the trade union movement in Britain.

We require a committed team member who is both highly organised and an effective communicator. You will need the office administration skills to manage a busy campaigns diary and organise CSC's attendance at conferences and events throughout the year. You will have experience of keeping accurate records in order to maintain and build trade union affiliations and relationships with the Campaign. Excellent written communication and interpersonal skills and the willingness to attend several conferences a year are essential, as the Campaigns Officer will be expected to represent CSC at events around the country, as well as write articles for internal and external audiences and provide content for social media channels. The successful candidate will also need to support the Cuba Solidarity Campaign's objectives and have a working knowledge of the British trade union and labour movement.

**Deadline for applications:** 12pm, Tuesday 10 May 2020  
**Interviews:** Friday 20 May 2022

## **Job description**

- Support the Communications Manager in organising and promoting campaigns with the trade union and labour movement, as well as with CSC local groups and other networks.
- Build CSC through the recruitment of new members/affiliates and the retention of existing ones using a varied programme of communications, activities and events. To manage affiliation database and lists to ensure accurate member records are kept, and to plan and coordinate trade union mailings and renewals.
- Organise stalls and meetings at trade union conferences and other events, including liaising with conference venues and event organisers and briefing and writing notes for speakers.
- Update CSC's website with appropriate content, and provide regular posts for social media channels. Write and produce campaign literature including leaflets, briefings, press articles, stories for union journals, blogs and websites, and email updates.
- Administer the lobbying of MPs, MEPs, TUC, trade unions and other organisations.
- Support tours to and from Cuba including coordinating the annual Young Trade Unionists' May Day Brigade to Cuba including managing publicity and promotion, recruiting participants, booking flights, chasing payments and overseeing all brigade administration, liaising with participants and Cuban counterparts, and coordinating preparation days.
- Respond to enquiries promptly and efficiently in phone, email and written correspondence.
- Represent CSC at meetings and conferences throughout the UK, including overnight stays where needed.
- Commitment to promoting a way of working as an organisation that ensures the effective participation of all members, including those who face discrimination because of race, colour, creed, ethnic or national origin, disability, age, gender, or sexual orientation, and to promoting good relations within the Campaign and in its relationship with individuals and organisations outside it.
- Undertake any other duties reasonably felt to be necessary to the successful running of the Campaign.

## **Person specification/skills**

- Experience of meeting/event organisation, including booking rooms and briefing speakers.
- Experience of member recruitment and working in a membership-based organisation or similar.
- Excellent written and verbal communication skills. Ability to write campaigning materials, articles, speakers' notes and speeches, and represent the campaign at public events and meetings.
- Excellent administration skills, attention to detail and experience of working in a busy office including working knowledge of MS Office, databases and spreadsheets.
- Ability to contribute to the development of web-based campaigning, and experience of providing campaigning content for social media.

- Ability to develop a network of contacts and communicate effectively with a range of external organisations to further CSC's objectives.
- Effective time management and organisational skills. Ability to work under pressure to tight deadlines and on own initiative.
- Ability to work flexibly within a team.
- Knowledge of the labour and trade union movement.
- Commitment to the aims of Cuba Solidarity Campaign.

**Desirable additional skills**

- Knowledge of Spanish
- Experience of video editing
- Experience of hosting public zoom meetings and streaming live events.