



## JOB PROFILE – December 2015

### **Activism and Engagement Officer**

Full-time, job shares considered

Initial one year fixed-term contract

Salary £32,602 pa

Deadline for applications: 9am, Monday 25 January 2016

Interviews: Tuesday 2 February 2016

#### **1. About Jubilee Debt Campaign**

Jubilee Debt Campaign works to eradicate the poverty and injustice caused by debt around the world. Through education and campaigning on debt and the finance system, we work to strengthen the broader economic justice movement with the aim of advancing major structural changes to the global economy. Our vision is of a world where debt is no longer used as a form of power by which the rich exploit the poor, and where our common resources are used to realise equality, justice and human dignity.

Set up in 2001, we are the UK's successor to the Jubilee 2000 movement, and work closely with allies in the international debt justice movement. We are a coalition of local, regional and national affiliates, including local Jubilee Debt Campaign groups, faith-based groups, trade unions and international development organisations.

We are secular, independent of any political party, and committed to principles of nonviolence and equal opportunity.

#### **2. The Post**

This post will be responsible for two key areas of work:

1. Leading on the coordination, development and implementation of the Economic Justice Project, a joint initiative between Jubilee Debt Campaign and People & Planet which delivers holistic and empowering education, training, and network-building focused on the root causes of social, economic and environmental justice, and supports the growth of a broad-based democratic movement calling for a just and sustainable economic system.
2. Helping to strengthen activism, mobilisation and public engagement around Jubilee Debt Campaign's priority campaigns, including growing our base of individual supporters and strengthening our work with them and with the local organisers and multipliers in our local groups network.

Our planned priority campaigns in 2016 are:

1. **Warning of the threat of a new debt trap in the global South**
2. **Challenging the expensive and high risk Public Private Partnership investment model in the UK and globally**
3. **Demanding debt cancellation for countries affected by economic shocks and humanitarian crises**

The post-holder will be based in the Jubilee Debt Campaign office with five other colleagues:

- Director
- Senior Policy & Campaigns Officer
- Senior Campaigns & Communications Officer
- Senior Finance & Administration Officer
- Campaigns & Administration Assistant

The post has a probationary period of 3 months. We offer 26 days leave per annum (plus bank holidays), and employers' contributions of up to 7.5% to a personal pension of the staff member's choosing.

We will consider applications from individuals who are interested in undertaking the post as a job share as well as from those who are applying for it a full-time position.

This is a temporary post but we hope to be able to make it permanent pending successful fundraising in 2016.

### **3. Job Description**

This job description covers the broad range of responsibilities and activities of the post. Emphasis amongst these will vary throughout the course of the contract depending on the stage of project and campaign plans.

#### **Overall Economic Justice Project Co-ordination**

- Overall joint project coordination with the co-coordinator at People & Planet, including project planning and implementation, convening the project advisory group, and facilitating inputs from the Jubilee Debt Campaign team and supporting partners and activist allies into the planning and delivery of activities

#### **Activist Education, Training & Support**

- Working with the People & Planet co-coordinator to develop and deliver high quality training on economic justice issues and essential campaign skills, either directly or by commissioning external trainings and facilitators
- Identifying and engaging potential individuals and groups for training and support, with an emphasis on expanding reach to marginalised communities and people who would not normally access these opportunities and resources
- Providing support and advice to Economic Justice Project participants and Jubilee Debt Campaign's local leaders and multipliers, including support with local level networking, advocacy and media work (either face-to-face or via phone, email or the internet), and helping to create mechanisms for peer to peer activist training and support

#### **Engagement, Outreach & Movement-Building**

- Building and maintaining relationships with a wide range of activists and civil society groups, including grassroots activists and local campaign groups, small NGOs and community organisations, trade union branches and existing economic justice networks, including ongoing consultation to identify opportunities for effective support and joint working
- Assisting with the development of Jubilee Debt Campaign's supporter database to improve understanding of our supporter base and the targeting of communications

### **Campaigns Activism, Events & Mobilisations**

- Inputting into the development and implementation of Jubilee Debt Campaign's campaign engagement, activism and movement-building strategy, and helping to ensure early consideration of activism and mobilisation possibilities in campaign strategy development, and that campaign strategies are delivering on engagement, activism and movement-building goals
- Leading on the planning and delivery of events, for example public meetings, conferences, protests, and stunts, and on Jubilee Debt Campaign and Economic Justice Project presence at external events such as festivals
- Devising other opportunities for the involvement of local groups and individual supporters in the shaping of our campaigns
- Conceiving of and organising opportunities for creative, inspiring and impactful involvement of activists and the general public in our campaigns, including protests, teach-ins and mobilisations

### **Communications**

- Inputting into development and implementation of Jubilee Debt Campaign's organisational communications strategy
- Advising on campaign communications outputs to increase the accessibility and effectiveness of our communications with supporters and the general public
- Contributing to the production of online and offline popular education materials

### **Fundraising**

- Contributing to fundraising for the Economic Justice Project and Jubilee Debt Campaign's campaigns activism and engagement work, including drafting fundraising applications and reports and attending meetings with current and potential donors

### **Finance & Budget Management**

- Management of the Economic Justice Project budget and individual project budgets as agreed (for example budgets for stunts, events and campaign mobilisations)

### **Monitoring, Evaluation & Reporting**

- Working in partnership with the People & Planet co-coordinator to ensure effective and ongoing monitoring and evaluation of the Economic Justice Project activities and timely and accurate reporting to donors

### **Organisational**

- Contributing to organisational strategy development
- Participating in and helping to facilitate team meetings
- Attend relevant Board meetings

## **4. Reporting to**

The Director

## 5. Person Specification

### ESSENTIAL

- Strong project management skills and experience, including good time management, prioritisation, follow through (experience of taking projects from conception to implementation and closure), and ability to say no where necessary
- Strong facilitation skills, including understanding and experience of how to facilitate different types of discussions and to support group decision making where there are differing opinions
- Strong social and communication skills, including experience forming and maintaining positive working relationships with people from a diverse range of backgrounds and experiences
- Experience of activism, including helping to build and participate in protests and stunts
- Ability to think strategically, planning work to achieve aims over a period of years
- Creativity and initiative, including ability to seize opportunities and conceive of and deliver inspiring, engaging and impactful activist and educational activities on limited resources
- Understanding of economic justice issues, for example the problems with neoliberalism and austerity
- Understanding of the ecosystem of UK activists and groups working for social, economic and environmental justice and how these connect to international movements
- Understanding of the developing theories and practices around power, privilege, oppression and liberation in activism and organising
- Ability to work effectively as part of a team, including listening to others and devising and delivering plans collectively
- Experience of event organising
- Experience of budget management
- Ability to write clearly for a range of audiences
- Ability and willingness to travel and work out of hours, including some evenings and weekends as agreed
- Ability to use Microsoft Office

### DESIRABLE

- Experience of fundraising
- Experience of coordinating a project with other organisations
- Experience of volunteer or staff management
- Understanding of the strengths and limitations of different types of activism (e.g. online, offline, marches, direct action) as undertaken by different types of groups, e.g. NGOs, grassroots groups
- Experience of public speaking
- Experience of using a website content management system, e.g. Wordpress

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