



## **CSC CAMPAIGNS OFFICER**

This post can be considered full time (35 hours) or 4 days (28 hours) per week subject to agreement.

### **JOB DESCRIPTION**

#### **INTRODUCTION**

The Cuba Solidarity Campaign works to develop an understanding of Cuba and to build support for the following positions:

- respect for Cuba's right to sovereignty and independence
- an end to interference in Cuba's internal affairs by foreign governments
- an end to the US's trade blockade against Cuba
- the normalisation by the US of all diplomatic, cultural, scientific and travel relations with Cuba

The CSC currently has an individual membership of over 4000 and an affiliated membership of over 300 organisations including 23 national Trade Unions.

#### **OUR STAFF TEAM**

The Cuba Solidarity Campaign currently employs five people - a Director and four other members of staff: a Communications Manager, an Office Manager, a Campaigns Officer, an Administrative Officer. The staff are managed by the Director, who is accountable to the Executive Committee of CSC, which is elected at the Annual General Meeting.

#### **MAIN PURPOSE**

The main purpose of the post is to organise CSC's campaigning and lobbying programme in particular with the Trade union movement. This will involve working with CSC's various external constituencies, particularly with the trade union and labour movement but also with MPs and MEPs, and with CSC's local groups and other networks to meet our agreed campaign objectives.

#### **WORKING RELATIONSHIPS**

He or she will work closely with the Communications Manager and the Director. The post holder will also work with individual members of the Executive Committee.

The Campaigns Officer will be managed by the Communications Manager. The Director and staff are accountable to an Officers Group, which exercises authority on behalf of the CSC Executive. Although the CSC staff have separate job descriptions and areas of responsibility, the areas of work inter-relate, and all will have to liaise and co-operate with each other. The post holder will also need to work effectively with our team of office volunteers.



## **CSC CAMPAIGNS OFFICER MAIN RESPONSIBILITIES**

1. To organise and promote campaigns with the trade union and labour movement as well as with CSC's local groups and other networks. To involve affiliated organisations and CSC members in our campaigning work.
2. To organise campaigning events, such as fringe meetings at Trade Union Conferences, and other campaigning meetings.
3. To manage and develop our affiliate membership by recruitment of new affiliates and retention of existing affiliates through a varied programme of communications and activities and events.
4. To produce campaign literature and information, including the production of leaflets, briefings, press articles and reports in association with the Communications Manager
5. To carry out liaison with and lobbying of government departments, MPs, MEPs, TUC, trade unions and other appropriate organisations.
6. To develop our campaigns work and profile with Trade Union publications and the wider media.
7. To be committed 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 solidarity campaign and in its relationship with individuals and organisations outside it.
8. To attend CSC internal meetings (Executive Committee and other working groups, Annual General Meeting etc. as required)
9. To undertake any other duties reasonably felt to be necessary to the successful running of the Campaign.
10. The Campaigns Officer will need to manage volunteers.



## **CSC CAMPAIGNS OFFICER PERSON SPECIFICATION**

1. Experience of planning and implementing strategic campaigns.
2. Knowledge of the labour and trade union movement.
3. Ability to communicate effectively with a range of external organisations, particularly at national level, to further CSC's objectives.
4. Effective time management and organisational skills
5. Ability to work flexibly within a team based working environment.
6. Ability to write campaigning briefings, press articles and produce campaign materials, including briefing designers and printers.
7. Ability to work effectively with a range of IT systems including the use of MS office, databases and spreadsheets.
8. Ability to work under pressure to tight deadlines and on own initiative.
9. Commitment to the aims of Cuba Solidarity Campaign.
10. Ability to work with internal CSC groups and networks to achieve change.

## **DESIRABLE ADDITIONAL SKILLS**

1. Ability to work successfully with the media
2. Ability to speak at public meetings and to represent CSC at public events
3. Ability to contribute to development of web based campaigning



## **CSC CAMPAIGNS OFFICER TERMS AND CONDITIONS**

**This post can be considered full time (35 hours) or 4 days (28 hours) per week subject to agreement.**

**The post holder will need to show flexibility of working as attendance at a number of conferences away from London is an essential part of the job.**

### Hours

35 hours per week, pro-rata, with time off in lieu for work outside office hours, which are normally 10am to 6pm.

### Salary

Appointment will be on a scale from £21,700 to £25,450 pro-rata.

### Holidays

25 working days pro-rata plus bank holidays pro rata.

(All of the above are pro-rata in the case of part time employment.)

### Training

Training relevant to the job and for the development of skills may be allowed for up to ten days per year (subject to approval), the cost of which may be paid by CSC.

Subject to EC approval, a full-time worker may go to Cuba after the first two years of his or her employment as part of their in-service training, normally with the Work Brigade.

### Union membership

Workers are encouraged to join a relevant trade union, such as TGWU/ACTS.

### Disabled access

There is unfortunately no disabled access to the CSC Office.

### CSC Equal Opportunities Statement

CSC has written into its constitution the following statement as one of its objects:

‘Promote 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 promotes good relations within the solidarity campaign and in its relationship with individuals and organisations outside it.’