



Outreach & Campaigns Assistant

United Nations Association - UK (UNA-UK)

About UNA-UK

The United Nations Association – UK (UNA-UK) is the UK's leading source of independent analysis on the UN and a grassroots membership organisation with a network of supporters and local groups across the UK. Our vision is of a safer, fairer and more sustainable world, which we pursue through the promotion of an effective United Nations. We work towards this goal by:

- explaining why the UN matters to key audiences in the UK and beyond
- influencing decision-makers and opinion-shapers in support of UN ideals
- generating a critical mass of public support for, and engagement with, the UN
- working with educators and young people to foster a new generation of UN advocates
- stimulating ideas and action on how the UN can operate more effectively and sustainably

The organisation is at an exciting stage as we embark on two campaigns – on UK foreign policy and on restoring faith in global governance – and look to streamline and focus our activities. The Outreach & Campaigns Assistant will play a key role in moving forward these developments by providing high-quality outreach across UNA-UK's operations and activities.

Job description

About the post

This is a full-time post (35 hours per week, excluding lunch hours) at the UNA-UK offices in central London. The appointment will be for 6 months initially, with the opportunity to extend subject to funding.

Annual salary, including London weighting, will be £20,000. Benefits include 25 days annual leave pro rata for the term of the contract, additional 5 days over Christmas and 7% employer contribution to the company's workplace pension scheme.

The post-holder will report to the Outreach & Campaigns Officer, and will be part of a small, dynamic UNA-UK team, which currently comprises six staff members.

Please note: you are welcome to apply for both roles that we are currently advertising. Please send separate applications for each role. Candidates with appropriate skills for both roles may be considered for another currently advertised role if they are unsuccessful.

Key tasks

Strengthening UNA-UK's engagement with key constituencies

- Drafting communications to our members, supporters and local groups, including regular newsletters and updates
- Increasing engagement with UNA-UK's campaigns by maximising the number and quality of opportunities for interaction
- Champion UNA local initiatives through UNA-UK's online channels, including UNA-UK's website and social media platforms
- Building relationships with existing stakeholders and supporting the expansion of the Organisation's nationwide supporter base

- Supporting colleagues with the planning and coordination of UNA-UK's events and representing UNA-UK at external events
- Keeping the website up to date by drafting and uploading content as necessary
- Improving the experience of members and supporters' interaction with UNA-UK's website
- Undertaking membership administration tasks such as acting as the first point of contact for membership queries
- Supporting longer-term membership and outreach projects, with guidance from the Outreach & Campaigns Officer

Developing UNA-UK's relationship management processes

- Working with the Outreach & Campaigns Officer to improve how the Organisation reports and measures its campaign impact
- Supporting the maintenance and development of UNA-UK's central database including data reporting and ensuring contact records are up-to-date

Social media support

- Increasing UNA-UK's supporter engagement with UNA-UK's campaigns
- Sharing updates and news from our local UNA network and their local initiatives
- Promoting membership and encouraging financial giving through UNA-UK's social media channels

Other tasks

- Providing additional admin and events assistance across the organisation
- Support staff with the development of outreach activities for our campaigns and policy work
- Provide proofreading support across the organisation
- Any other reasonable task as may be assigned that is consistent with the nature of the job and its level of responsibility, including cover for other staff as appropriate.

To apply for the post please complete and email the application form together your CV and a covering letter to Laurel Hart at jobs@una.org.uk with the subject line: Outreach & Campaigns Assistant job application

Closing deadline for receipt of applications is 10:00AM Monday, 18 February 2019.

Shortlisted Candidates will be invited to a telephone/skype interview on the 25 and 26 February 2019 and face-to-face-interview on 28 February 2019

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent professional qualifications/experience	✓	
Knowledge		
Understanding of the UN, global politics and UNA-UK's work		✓
Understanding of how a membership organisation operates		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent interpersonal skills and the ability to build positive working relationships	✓	
Excellent IT skills, including web, database, online development and Microsoft Office	✓	
Demonstrable administration skills	✓	
Experience		

Experience of managing social media channels		✓
Experience of building and managing relationships in a pro		✓
Experience of working in a campaign environment		✓
Experience of using relational databases		✓
Experience organising and facilitating events	✓	
Experience of drafting and uploading online content.		✓
Personal attributes		
Empathy with the vision and values of UNA-UK	✓	
Highly motivated and goal-orientated	✓	
Ability to prioritise, multi-task and work under pressure	✓	
Ability to work successfully both within a team and on one's own initiative	✓	
Willingness to work occasional evenings and weekends with resultant time off in lieu	✓	
Enthusiastic, outgoing and resilient	✓	