

JOB DESCRIPTION

Position:	Campaigns Co-ordinator
Responsible to:	Senior Campaigns Manager
Responsible for:	
Works With:	Head of Campaigns and Communications, Senior Campaigns Manager, Campaigns Manager, Digital Campaigner and Operations Directorate.
Location:	Hybrid working – office in Godalming and home.

Overview:

As the Campaigns Co-ordinator you will play a key role working across the League Against Cruel Sports campaigns, ensuring through excellence in delivery to ensure campaigns are influential and effective.

You will assist in devising and implementing campaign plans and will be responsible for developing and distributing campaigns materials, building relationships with supporters, supporting supporter activity and liaising with external stakeholders. This is a crucial, hands-on role in the active delivery of the League's campaign strategy. It is a wide-ranging role, and you will use your exceptional organisational and time management skills to co-ordinate multiple and varied campaigns for grass roots campaigning.

The League Against Cruel Sports is Britain's leading charity working towards a kinder society where persecuting animals for 'sport' is in the past.

Redefining what is acceptable and inspiring change, we were instrumental in helping bring about the landmark Hunting Act 2004. Driven by compassion and empowered by knowledge, we manage sanctuaries to protect wildlife, carry out investigations to expose law-breaking and cruelty to animals, and campaign for stronger animal protection laws and penalties.

United, we will end animal cruelty in the name of 'sport'.

Purpose of Job:

- To ensure the impact the League achieves in its campaigns is maximised, making the best possible use of resources and our supporter contributions.
- To ensure the League's hard hitting, impactful campaigns at a local, regional and national level are delivered to their maximum potential and find opportunities to collaborate with colleagues to deliver joined-up campaigns.

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Principal Responsibilities:

Campaigns

- Assist in the operational planning of campaigns, including budget and reporting
- Identify suppliers which align with our values, including sustainability and value to the organisation
- Oversee production and distribution of campaign materials - draft copy and liaise with designer and relevant team members, and arrange printing and distribution of campaigns materials
- Maintain suitable stock levels of campaigns-related materials, including merchandise, and placing orders where necessary
- Lead on, and assist with, events management and co-ordination for key campaign events

Relationship Building and Supporters

- Work closely with the Senior Campaigns Manager to ensure best possible use of League media, digital, creative design, video, public affairs, research and other assets on campaigns
- Provide logistical support for the campaigns team and League supporters - booking events, arranging equipment and materials and providing campaign advice and support
- Liaise with supporters and coordinating their campaigning activity
- Engage with new and existing supporters on campaigns and developments within the League
- Manage, train and help supporters on how to assist the League in delivering key priorities and desired outcomes (including local campaigning techniques and use of local media and producing “how to campaign” documents)
- Contribute to, and help run, campaign training events

Project Management

- Coordinate different campaigns running simultaneously
- Work using own initiative and independently
- Flexible approach to work and a willingness to adapt within a changing environment
- Work in line with company policies and processes, in particular health and safety and information security
- Actively work to embed sustainability into day-to-day practices, advancing sustainability at the charity
- Take an inclusive and collaborative approach to teamwork and stakeholder engagement
- Any other duties that are reasonably asked of you

Skills/Knowledge	Essential	Desirable
Professional and Technical Qualifications		<ul style="list-style-type: none"> • Experience in political communications, campaigns, public affairs or similar

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<p>Experience and Knowledge</p>	<ul style="list-style-type: none"> • Demonstrable experience in project management • Experience in the charity sector or political/grass roots campaigns • Experience of/involvement in campaigns to change public policy, perceptions, and attitudes • Building and sustaining relationships with internal and external stakeholders • Experience and knowledge of campaigning techniques and best practice 	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience delivering training to volunteers • Demonstrable track record of creativity and innovation in campaigning • Knowledge of Charity Commission regulations with regards to campaigns • Raising organisational profile and building/enhancing brand • Experience and understanding of the political landscape
<p>Skills and Competencies</p>	<ul style="list-style-type: none"> • Able to lead, inspire, motivate, and influence others to achieve the League's objectives • Able to work on multiple projects simultaneously • Sensitive and effective interpersonal skills – able to establish and maintain excellent working relationships with staff and other stakeholders 	<ul style="list-style-type: none"> • Advanced MS Word, Excel, PowerPoint, and Outlook competence

Personal Characteristics

1. A genuine empathy and compassion for animals and commitment to the objectives and purpose of the League.
2. A collaborative approach to work and a commitment to the values of accountability, openness and diversity.
3. A credible, approachable person that can build rapport and win hearts and minds for the League.
4. The courage and resilience to work in challenging environments and manage demands in an emotionally mature way.
5. The ability to drive forward change and adapt response accordingly to changing needs and circumstances.
6. Creativity will be a strong personal attribute, passionate about creative excellence.



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Acknowledgement

I acknowledge receipt of this job description. I confirm that I have read, understood and accept the requirements of this role.

Signed by the employee:

Printed name:

Date: