

Campaigns Officer – Job Description

Job Title	Campaigns Officer
Salary	£24,000 - £26,000 (pro rata) dependent on experience
Contract	Part time (three days a week)
Term	Six month fixed term contract in the first instance
Location	London (with some travel required in the UK)
Application Deadline	Wednesday 25 th September mid-day

René Cassin, the Jewish voice for human rights, is looking for a new Campaigns Officer. The ideal candidate will have an understanding of, and interest in, international and UK specific human rights, experience in delivering national campaigns and developing campaigning materials and messages, and excellent networking and relationship building skills.

Purpose of role and key responsibilities

- Develop and implement high profile national and communal influencing campaigns and ensure campaigns are integrated across all areas of work
- Manage existing and develop new relationship with different stakeholders and partner organisations
- Promote René Cassin messages and communications and ensure widespread support for our campaigns
- Support the Director with day-to-day operations and administration

Specific duties

Campaigns and human rights work

- Develop, implement and evaluate campaigns and engagement strategies that achieve positive change. This includes designing and running events, liaising with stakeholders and attending meetings, events and advocacy platforms on behalf of the organisation
- Develop and maintain effective and collaborative relationships with partners and within networks
- Undertake research as required to inform campaign activities, legal and policy work
- Ability to analyse policy documents and keep up to date with legislative developments
- Coordinate the development of campaigning materials in line with the organisation's current strategic plan
- Coordinate and manage the organisation's campaign groups including meetings, updates and blogs
- Support the director and other team members in mobilising the Jewish community around our campaigns

Communications

- Ensure the website is regularly updated with campaign news and events
- Ensure social media platforms are updated and used in line with current strategic priorities
- Support Director in preparing and disseminating quarterly newsletter and other communications

Day to day operational and governance matters

- Support Director to ensure smooth running of the office
- Assist the Director to service the Board of Trustees (e.g. preparing documents and minute taking)
- Support the Director and Development Manager to draft and review grant applications and funder reports
- Support the Director to develop, maintain and engage the René Cassin Alumni and volunteers' networks
- Support the Director in any other way that may be required in a small organisation

Person specification

Knowledge	Essential	Desirable
Understanding of and interest in international and UK specific human rights law and issues	√	
Knowledge of specific human rights issues including asylum and refugees, discrimination and hate crime, and modern day slavery	√	
Knowledge and skills to monitor and evaluate campaigns		√
Understanding of the UK Jewish Community		√
Experience		
Working experience in a relevant field	√	
Public facing campaigning and supporter engagement, and / or advocacy and lobbying	√	
Coordinating events (workshops, conferences, speakers events etc.)	√	
Networking and experience building relationships with varied stakeholders	√	
Writing content for website, newsletters and other communications		√
Experience in managing interns and volunteers		√
Experience in working in a small team		√
Other		
Independent, self-motivated & capable of taking initiative	√	
Strong commitment to René Cassin values and human rights	√	
Excellent communication skills both oral and written	√	
Ability to prioritise work	√	
Willingness to travel, work flexible hours, including some evenings and weekends, in the UK	√	
Willingness to undertake own administration	√	
Excellent IT skills (MS Word, Excel, PowerPoint, email, website management, social media (e.g. Twitter, Facebook))	√	
Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and enhance organisational effectiveness	√	

To apply

Please send CV and covering letter outlining your suitability for the post to mia.hasenson-gross@renecassin.org

Deadline for applications: Wednesday 25 September mid-day.

Interview dates: 7 & 10 October

If you have any queries, please contact Mia Hasenson-Gross at mia.hasenson-gross@renecassin.org