

Policy and Campaigns Support Officer – TUC northeast and Yorkshire Region

Job description and Person Specification

Grade and salary

Grade 6 £40,892.72 per annum (rising to £42,464.30)

Contract

Permanent

Hours

35 hours per week, Monday to Friday

Location

There are two local offices in the region, in Leeds and in Newcastle. The preference is for this postholder to be based in Leeds, applicants wishing to be based in Newcastle would also be considered.

Responsible to

Regional Secretary, TUC northeast and Yorkshire

Job purpose

To support and assist in the delivery of the TUC's key policy and campaigning priorities in the north east and Yorkshire region.

Job content

To undertake the following tasks:

Campaigning work

- Support the planning and implementation of TUC campaign activities
- Provide appropriate support for TUC affiliate's campaigns
- Engage with campaign partners that share our aims and values
- Arrange meetings of trade union representatives and other external stakeholders
- Organise conferences, seminars, briefing sessions and other events
- Promote policy and campaign activities including using social media

Supporting policy, research and lobbying work

Support TUC staff by undertaking policy/research activity including:

- support TUC liaison with devolved authorities, MPs, leaders of local authorities, and with other decision makers in the public arena
- helping collate statistical and other information for use in campaigns and reports;
- undertaking analysis;
- helping to draft notes, updates and reports;
- supporting the research and writing of key consultation responses;
- developing campaign and policy briefings.

Media and social media work

Contribute to media and social media work, including:

- assisting with sourcing media stories to maintain media profile;
- assisting with developing work for press releases, and finding case studies;
- assisting with providing media briefing on specific campaign issues;
- assisting with developing research to inform social media campaign resources;
- drafting blog posts,
- As directed, be a spokesperson for the TUC.

Administration

- Support with maintaining and developing TUC web and social media presence
- Respond to requests for information from trade unions and the public in a timely manner
support work of regional networks and policy/equality sub-groups
- Ensure efficient maintenance and development of administration and record systems for policy/campaign work, including stakeholder mailing and email contact lists
- Be responsible for own routine administration
- Undertake other relevant administrative functions within the office

Other duties

- Undertake project related activities as requested to support POs and other staff
- Attending team, 1-1 and performance review meetings
- Standard GDPR statement
- Any other reasonable tasks as determined by the Head of Department and / or Regional Secretary
- To assist in the provision of a wide range of support for TUC Education including:
 - promotion and marketing of new online learning offer,
 - supporting reps and union officials apply online and
 - mentoring and supporting e-learners.

Person specification

Essential criteria

Qualification

- A level 4 or 5 qualification (for example a Certificate of Education, HNC, HND or BTEC professional diploma) or demonstrable equivalent experience

Experience

- Supporting policy development, research and data analysis
- Supporting and organising campaign activities
- Organising meetings, seminars, conferences or similar events
- Project management

Skills

- Excellent communication and interpersonal skills including ability to network with others to exchange information and develop contacts
- Excellent writing skills
- Excellent record keeping and administration
- Sound time management skills including ability to prioritisation and organise
- Good ICT skills including databases, spreadsheets, social media and internet use

Knowledge and understanding

- Demonstrable knowledge and understanding of key issues for the TUC including current issues in trade unionism, employment rights, equality and diversity, social affairs and politics

Personal qualities

- Able to work independently and collaboratively with colleagues
- Adaptability and flexibility
- Able to meet targets and deadlines without close supervision
- Able to take responsibility and initiative when managing specific projects or work areas

- Strong personal commitment to equality and diversity the aims and values of the trade union movement

Circumstances

- Able to commute to the regional office
- Must be flexible and able to undertake occasional evening and weekend duties, including some overnight stays

Desirable criteria

Qualification

- A degree or equivalent level 6 qualification

Experience

- Experience of working with or within the trade union movement and/or working in a policy, research and/or campaigning post or environment