

South Coast Alliance for Transport and the Environment (SCATE)

Campaign Support Officer Job Description

Salary: £24,000 (pro rata)

10 hours per week

Home based

1 year fixed term contract (subject to extension if funding can be found)

General description of the role

The purpose of this role is to provide some campaigning, communications and administrative support to help with the smooth running of the SCATE network; to help make it more effective internally and to raise its profile externally, such as through social media and press work.

The strategic workplan, which the officer will be expected to follow, will be determined by the SCATE executive. Day to day management will be performed by the director of Transport Action Network, who will be the actual employer (on behalf of SCATE).

Main responsibilities and duties:

1. Monitor what is happening locally, regionally and nationally around transport and climate change and keep SCATE members and supporters informed of news and events
2. Lead on social media – Twitter, Facebook and Instagram – with guidance from the executive committee but with a major focus on sustainable alternatives and climate change
3. Produce or commission copy for the website and then promote via social media with the focus on sustainable alternatives and climate change
4. Look for opportunities to raise the profile of SCATE and where appropriate to write press releases and be able to give media interviews or organise others to do so
5. Monitor the press and draft letters to the editor responding to letters and articles where appropriate
6. Organise and attend meetings of the executive committee and take notes to be written up and circulated after with clear action points and decisions
7. Help lobby or organise presentations to councillors and other decision makers – help set them up and liaise with whoever will be delivering them
8. Arrange an annual SCATE seminar/conference to bring all members together and to boost morale and joint working
9. Draft briefing and rebuttal documents for decision makers and key influencers
10. Draft responses to official consultations

This list of duties gives a flavour of the kinds of tasks to be undertaken and the workplan and scheduling of tasks will be agreed with the manager.

Key Personal Skills

We are looking for someone who:

- is highly motivated
- is able and willing to work independently
- can work flexibly and is able react to situations
- has good communication skills
- has experience of giving interviews on radio and television
- is able to write engaging and creative copy for a variety of channels and formats
- has experience of creating memes and other visual content (including videos) for social media in particular
- has experience of using social media such as Twitter, Facebook and Instagram
- has a good understanding of Microsoft Office
- has experience of Google Drive and Google Groups
- has excellent organisational and time management skills
- has a good attention to detail
- has knowledge and experience of campaigning
- is passionate about changing transport and tackling climate change
- has a broad understanding of planning, transport and environmental issues locally and nationally.

Transport Action Network expects all employees to have a full commitment to the organisation's equal opportunities and health and safety policies and to accept personal responsibility for implementing these.