



Member Defence Organiser - Bradford

Job description & selection criteria

1. Job Description

Job title: Member Defence Organiser

Department: Organising Department

Responsible to: National Organisers

Contract type: 12 months fixed-term, with renewal dependent on funding

Hours: 7 hours daily (not including 1 hour's lunch break) between the hours of 1000 and 2000.

Working pattern to be agreed with the line manager, usually 12pm - 8pm.

Salary: £18,000 p/a

MAIN PURPOSE

- To build, support and develop ACORN's members to take direct action to support individual members facing injustice
- To increase members' capacity to act together on community, social, political and economic issues for the common good,
- To identify opportunities to collectivise individuals' issues
- To work alongside, and occasionally collaborate with, other Organisers working in the city

MAIN DUTIES

- To recruit individual ACORN members through door knocking, social media and other means (door-knocking takes up around 50% of our organisers' time);
- To build local ACORN member defence teams and support networks across the city;

- To be the first point of contact for members and other individuals seeking support from the organisation with their issue (ie. a person whose landlord is refusing to do repairs, someone being evicted),
- To evaluate whether ACORN can support an individual, and empower them to take action to confront the injustice they face with the union;
- To recruit individuals as dues-paying ACORN members through 1:1 meetings secured through online outreach and phone contact;
- To identify potential leaders and issues of common concern;
- To recruit, train and support ACORN members and develop their skills, confidence and experience to enable them to take on leadership positions within the organisation;
- To write public communications (including email, blog posts and social media) to support the work and record, keep secure, and make use of data;
- To keep informed and well briefed on relevant local and national political, social and economic developments;
- To represent ACORN professionally, clearly and coherently in writing, verbally and in public;
- To handle own administration efficiently and develop administrative systems which ensure the smooth running of ACORN;

2. Selection Criteria

QUALIFICATIONS AND TRAINING

No formal qualifications necessary.

DESIRED EXPERIENCE

Desired candidate will have experience in one or more of the following roles:

- Recruitment, sales or customer facing roles;
- Fundraising roles, particularly on the street or door-to-door;
- Managerial roles;
- Volunteer management roles;
- Educational roles;
- Workplace organising roles.

ABILITY

Desired candidate will be able to demonstrate all of the following abilities:

- **Ability to communicate well verbally and in writing;**
 - This might include experience of mentoring and coaching, making presentations, or writing newsletters, leaflets or marketing materials
 - A proficiency in communicating in Urdu and/or Punjabi, so that they are able to communicate verbally and in writing with the communities we serve (no formal qualification required).

- **Ability to motivate and develop the potential of others in a 1-to-1 setting (particularly those different to you);**
 - Experience of motivating people to participate in activity or to do something, persuading someone of something, influencing decisions at meetings, recruiting or making a sale, deal or agreement
- **Ability to develop and manage a team to produce results under pressure;**
 - Experience of effective team work, supporting teams of volunteers, delegating work appropriately, or identifying training needs of others
- **Ability to develop and execute imaginative project and/or action plans;**
 - Experience of analysing information and data, developing campaign/project/action plans, developing solutions to resolve problems or making decisions within guidelines

ATTITUDES AND VALUES

Desired candidate will be able to demonstrate all of the following attitudes and values:

- **A willingness and enthusiasm for knocking on doors and talking to strangers year-round**
- **A passion for fairness, equality and social/economic justice;**
 - An understanding of and commitment to the principles of equality and democracy
 - A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates.
- **A high level of personal organisation**
 - Experience of effective time management, prioritising own workload, budgeting/controlling expenditure, or maintaining confidential information
- **Self-motivation and adaptability**
- **An ability to thrive in a fast-paced, target driven environment**

OTHER SKILLS

- **Experience of ICT including email and social media**
- **Physical Skills (with modification where necessary according to Equality Act 2010):**
 - Willingness to engage in door knocking in local communities;
 - Willingness to work alone (including house visits);
 - Occasional light lifting of materials;
 - Ability to travel

3. Terms, Conditions and Professional Development

The Member Defence Organiser will be appointed by and accountable to the ACORN National Organisers.

Support for the professional development of the Organiser is a priority for ACORN and considerable time and resources are invested into the support of new Organisers.

TRAINING AND SUPPORT PROVIDED

- **First week:** full time ACORN organiser training (5 days).
- **First 3 months:** Weekly 121 management supervision, daily recruitment practice with fellow organising staff, weekly group team call, on-call daily management support.
- **After 3 months:** bi-weekly 121 management supervision, daily recruitment practice with fellow organising staff, weekly group team call, on-call daily management support.
- Additional training where identified

We primarily work 35 hours between 1200 and 2000 (pro-rata) though the work will sometimes need to be done at other times of day or night. Some unsocial hours are inevitable and flexibility is vital.

For more information about ACORN please visit <http://www.acorntheunion.org.uk>