



ASSOCIATION OF COMMUNITY ORGANISATIONS FOR REFORM NOW

Bradford Field Organiser

Job Description & Selection Criteria

As this role has a specific focus on organising with women across Bradford, it is a requirement of the position that applicants are women.

1. Job Description

KEY CONTRACT DETAILS

Job title: Field Organiser

Department: Bradford Head Organiser

Responsible to: National Organisers

Working hours: 35 weekly. 7 hours daily Monday-Friday (not including 1 hour's lunch break) between the hours of 1000 and 2000, usually 12pm - 8pm. Working pattern to be agreed with the line manager.

Contract type: One year fixed-term, with possibility of renewal dependent on funding

MAIN PURPOSE

- To build, support and develop ACORN as a broad-based community organisation consisting of members, volunteers, and trained leaders organised in branches in low and moderate income communities, with a particular focus on organising women and on building up strong women leaders in the organisation;
- To increase their capacity to act together on community, social, political and economic issues for the common good;
- To identify opportunities to collectivise individuals' issues and proactively seek to do so among women in the city,
- To work alongside, and collaborate with, the existing staff team in this work.

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 research and develop new methods of outreach to recruit and develop women with families and older women who may be more isolated,
- To manage organising drives to build new and maintain existing ACORN branches, groups, and teams;
- To identify issues of common concern at the neighbourhood and wider level, proactively seeking out issues affecting women;
- To identify and support new leaders to enable them to take on leadership roles in the organisation, particularly women, and to identify and address barriers women might face that might make them less likely to become leaders;
- To maintain relationships with funders and aid in other income generation;
- To write public communications (including email blasts and blog posts to support ACORN's work) and, to record, keep secure, and make use of data;
- To keep informed and well briefed on relevant local and national political, social and economic developments, particularly those that affect women;
- To represent ACORN clearly and positively in writing and verbally;
- To broker opportunities for the organisation and its leaders to develop positive partnerships and agreements with other organisations and stakeholders;
- 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 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

- At least [CEFR B2-level \(professional\) proficiency](#) standard (or equivalent) in at least one of either Punjabi, Urdu, or Bengali, so as to be 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 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 Field 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>