# Job Title: Community Organiser (South London Citizens: Croydon & Merton)

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| Salary: **£31,479** **plus £3,000 London Weighting** Hours: **37.5 hours per week** (some unsociable hours) | Contract: **Permanent** Based: **London** |

# Citizens UK

Citizens UK organises communities to act together for power, social justice and the common good.

We are the home of broad-based community organising in the UK, with 11 diverse civil society alliances across England and Wales. We build powerful alliances that develop the leadership capacity of our members so they can hold politicians and other decision-makers to account on the issues that matter to them. Citizens UK also creates systemic change through projects such as the Living Wage Foundation and Sponsor Refugees. Please visit our website at: [www.citizensuk.org](http://www.citizensuk.org)

# Purpose

A Community Organiser is responsible for the day-to-day development or maintenance of a Citizens alliance or small chapter. Supported by a more experienced Organiser, they have considerable independence and responsibility for external political and media relationships. They take responsibility for financial issues and staff training; and may oversee a budget or manage a colleague. A Community Organiser is a practitioner of the craft of broad-based community organising methodology, and focuses on the building of relational power, the recruitment and retention of dues-paying institutions, the development of leaders, the strengthening of member institutions, leader-led public actions, and the winning of systemic change.

# Main Responsibilities

Working as a Community Organiser in Croydon and Merton for Citizens UK your main responsibilities will include:

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| **Organise Merton Citizens**  | * Develop the leadership team of Merton Citizens
* Support action teams to win change in Merton
* Recruit dues paying member institutions, particularly from Mitcham
* Run a Living Wage campaign with Merton Citizens members
* Work with leaders to deliver a local organising strategy to engage Merton Council ahead of the 2022 elections
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| **Organise Croydon Citizens**  | * Work with the sponsorship team of Croydon Citizens to re-launch the Croydon Citizens alliance
* Recruit dues paying member institutions to Croydon Citizens
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| **Work with colleagues on South London Citizens priorities**  | * Contribute as part of a team on South London Citizens priorities including mental health and the Living Wage
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| **Build relational power to further the goals of CUK** | * Develop a comprehensive power analysis for Croydon and Merton
* Develop and grow a substantial network of key influencers at a local level, including journalists; taking the initiative to establish new relationships as required
* Conduct at least 3 one-to-ones a day in order to develop relationships with leaders; ensuring a deep understanding of their concerns.
* Tell a wide range of Community Organising stories effectively in order to influence others and achieve CUK’s goals
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| **Identify and develop relational leaders prepared to act with others for the common good** | * Identify and discern actual and potential leaders with the passion and ability to drive change
* Achieve significant development of primary and secondary leaders; nominate new leaders for training on the core taster curriculum and for National Training
* Successfully lead training on the core taster curriculum at a local level and teach a variety of sessions on the National Training course
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| **Strengthen institutions and develop BBOs** | * Ensure good understanding of the basic interests and traditions of typical member institutions
* Organise a full local alliance or a large cluster of up to 15 standard member organisations or up to 5 strategic partners to work together on shared issues, including a Leadership Team
* Support pre-existing core teams and create/develop new core teams to provide leadership for multi-institutional campaigns
* Run institutional development campaigns in a range of types of organisation
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| **Support leaders through the Cycle of Action in order to create change** | * Take the staff lead on major actions and campaigns at a local level; aiming to achieve multiple large local wins
* Develop and facilitate action planning teams at local level
* Develop strategies for significant local impact; with comprehensive plans and tactics
* Organise and support local actions, ensuring publicity, and facilitating negotiations
* Evaluate the effectiveness of actions; demonstrating ability to incorporate lessons learned into future actions
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| **Contribute to CUK’s financial viability through effective fundraising & financial management**  | * Recruit new dues paying institutions; negotiating annual membership fees and letters of understanding as required
* Contribute to fundraising by securing £40k-£60k per annum overall, at least half of which must be ‘hard money’ from the recruitment and retention of member institutions.
* Manage the budget at Chapter/campaign level, incl. setting/ monitoring of budgets, and ensuring dues are collected in a timely manner
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| **Contribute to effective teamwork** | * Be proactive concerning personal professional development and wellbeing; i.e. by reading widely, developing a healthy work-life balance and demonstrating ability to reflect on own organising craft and improve on self-identified weaknesses
* Demonstrate ability to work effectively with colleagues and participate in a team; make a contribution to the learning of other Organisers
* Lead other Organisers or Associates in a manner that supports high performance by providing clear expectations and providing proactive support, encouragement and mentorship
* Produce all required reports and follow CUK’s procedures on time and to the required standards
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| **Participate in the development of the craft of Community Organising and play a role in the Guild of Community Organisers** | * Schedule an average of at least 3 1-2-1 relational meetings into your daily schedule as a core part of your professional practice
* Commit 10 working days pa (pro rata for part-time staff) to the preparation, delivery and evaluation of Citizens UK National Community Leadership Training;
* Participate in a Guild Team and help it develop as a Community of Practice that enables Organisers across the UK to develop their skills and experience.
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# Person Specification

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| **REQUIREMENTS** |  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Bachelor’s degree in any subject |  | **✓** |
| Evidence of further and continuing study including a possible professional qualification |  | **✓** |
| **EXPERIENCE** | At least one-year employment track record of successful Organising | **✓** |  |
| Experience of carrying out a power analysis and using the results to initiate new relationships | **✓** |  |
| Experience of successful fundraising  | **✓** |  |
| Experience of setting up a new or consolidating an existing project | **✓** |  |
| Clear evidence of campaigns won and volunteers developed | **✓** |  |
| **KEY SKILLS AND KNOWLEDGE** | Ability to inspire, motivate and lead (particularly people who are different than you) | **✓** |  |
| Ability to organise yourself and others and to work responsibly in an unstructured environment | **✓** |  |
| Financial management skills including ability to set and manage a budget  |  | **✓** |
| Ability to use imaginative strategies to help improve disadvantaged communities | **✓** |  |
| Ability to plan and organise under pressure | **✓** |  |
| Ability to work with and relate to all types of people | **✓** |  |
| Ability to teach and run workshops | **✓** |  |
| Ability to develop the potential of others | **✓** |  |
| Ability to communicate well verbally and in writing | **✓** |  |
| **PERSONAL QUALITIES & VALUES** | A passion for justice | **✓** |  |
| A good sense of humour | **✓** |  |
| A positive enthusiasm for working with faith congregations, trade unions, schools and other community organisations | **✓** |  |
| An interest in and experience of politics and public life | **✓** |  |
| Able to work in a team | **✓** |  |
| Willingness to work within accountable relationships | **✓** |  |
| Self-motivated and adaptable | **✓** |  |

The successful applicant will be required to undertake a satisfactory Enhanced DBS check. DBS checks are renewed on a 3-year cycle.