**National Organiser**

**Job Description**

**Job title:** National Organiser

**Salary:** £22,400 - £25,000 depending on relevant experience, relocation expenses and visa sponsorship would be considered

**Hours:** FT (35h)

**Location:** Glasgow or Edinburgh

**Contract:** Permanent post.

**Responsible to**: National Committee

**MAIN PURPOSE**

* To support Living Rent in achieving its organisational goals, by managing Living Rent’s staff team and supporting members set Living Rent’s strategy
* To develop Living Rent as a member-led organisation organised across local branches in Scotland fighting for better rights for tenants, empowering residents to tackle the issues they face and building working class power across Scotland

The National Organiser manages the staff team of Living Rent and is the representative of the staff team to the National Committee (NC). The National Organiser oversees daily management and operations and is responsible for proper management of Living Rent, its overall trajectory and financial health, with the oversight of the National Committee. The National Organiser acts as the contact point for Living Rent, in conversation with National Committee members, regarding funding proposals, organisational partnerships and affiliate structures.

In collaboration with the National Committee, the National Organiser has the authority to hire and terminate staff (unless they delegate this to another staff member) and is responsible for ensuring the organisation is run and staffed appropriately, through individual management calls with staff members, oversight and facilitation of team meetings, and quarterly staff evaluations.

We are looking for someone keen to work with a young organisation and passionate about member-run and diverse organisations and determined to build working-class power. Experience in organising, recruitment, training delivery, management, or campaigns is necessary; enthusiasm, willingness to learn and commitment to social justice are also crucial. This role may suit someone with experience in organising, campaigning or community development, who wishes to move into a more senior role.

This post is accountable to Living Rent’s democratic structures and works in close relationship with Living Rent’s National Committee. Living Rent primarily works between 12noon and 8pm, 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.

**MAIN DUTIES**

* **Leadership and Governance:**
* To be responsible for the implementation of Living Rent’s strategy.
* To provide oversight regarding and deliver daily operational tasks and management of the organisation, including its overall trajectory and financial health.
* To ensure compliance of staff with governing documents and appropriate policies and procedures of the organisation.
* To monitor and manage risks and benefits of the organisation’s activities, advising the National Committee as appropriate, and to report to Living Rent’s National Committee assessing progress towards delivery of strategic goals and monthly targets.
* To provide leadership, guidance, direction and evaluation of work at all levels of the organisation, including to staff and elected branch and team representatives.
* To communicate the strategic vision and direction of Living Rent, ensuring it is understood and implemented across the organisation.
* **Staff recruitment and management**
* To recruit new staff members in line with the policies and procedures of Living Rent.
* To train new and existing staff members
* To support staff members through weekly or bi-weekly individual management and evaluation as well as to oversee staff meetings.
* To implement a performance management framework for all employed staff in the organisation and promotion of staff members in accordance with internal rules and with the approval of the National Committee.
* **Budget Management**
* To present the annual budget to the National Committee for review and approval.
* To monitor income and expenditure against approved budget, ensuring expenditure remains within budget and any areas of variance are reviewed and addressed as appropriate.
* To oversee development of new income streams for the organisation.
* To ensure, with the Operational Manager, that the annual accounts are produced and submitted to the National Committee for approval and then Companies House in a timely manner.
* **Working with Stakeholders**
* To enable appropriate input and engagement is sought from varying levels of the organisation to ensure effective implementation of plans and maintain faith in the organisation.
* To develop effective working relationships with elected representatives of Living Rent to support the achievement of organisational objectives
* Supporting members and the National Committee to organise Living Rent’s Annual General Meeting , bringing together members from across the country to discuss issues and have a say in the direction of the organisation and ensuring adequate resources are made available to support an appropriate level of participation.
* To develop and maintain relationships with other organisations with which Living Rent share objectives, both nationally and internationally.
* **Monitoring and Evaluation**
* To oversee, with the National Committee, the framework for monitoring and evaluating the performance of Living Rent against objectives.
* To liaise with funders, when relevant, regarding project implementation.
* **Miscellaneous / Other Duties**
* Responsible for any other reasonable duties as required that do not fall under the remit of elected representatives, members or staff members

**Person Specification**

This is a list of skills and attributes we are looking for in a potential candidate. These may have been developed in a work, or voluntary capacity or through your personal life circumstances. We would encourage interested candidates to think broadly about where they might evidence these kinds of abilities, as it may not be in a paid work context. Willingness to learn, a positive attitude and ability to work under pressure are also important qualities.

**QUALIFICATIONS**

No formal qualifications necessary

**EXPERIENCE (Necessary)**

* Experience working as a community or workplace organiser

**EXPERIENCE (Desired)**

* Educational roles
* Managerial roles (volunteer and/or staff)
* Workplace organising roles
* IT systems including email, social media, and use of spreadsheets and databases
* Project management, drafting and evaluating budgets, project goals and targets and monitoring

**ABILITY**

* Ability to communicate well verbally and in writing
* Ability to organise yourself and others and to work responsibly in an unstructured environment
* Ability to use imaginative strategies to solve problems
* Ability to work with and relate to all types of people
* Ability to train, motivate, manage and develop the potential of others, both voluntary members and staff members (particularly those different to you)
* Ability to plan and organise under pressure
* Ability to think strategically to develop solutions to problems
* Ability to motivate people to participate in an activity and/or to take action
* Ability to work in a team
* Ability to delegate tasks, responsibilities and roles
* Ability to work through conflict to secure organisational goals and values
* Ability and willingness to travel; and to work flexibly, including on evenings and weekends as necessary
* The ability and willingness to, with reasonable adjustments, attend street stalls, travel door to door around a neighbourhood, ascend and descend flights of stairs in blocks of flats or tower blocks

**ATTITUDES AND VALUES**

* An understanding of and commitment to the principles of equality, democracy and social justice
* A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates
* Self-motivated and adaptable
* A positive enthusiasm for working with people from all walks of life, and all kinds of community organisations, businesses and political organisations

**About Living Rent**

Living Rent is Scotland’s Tenants’ Union. We seek to unite and represent all tenants whether you rent from the private or social sector. We are not affiliated to any political party and only answer to our members. We are ordinary people campaigning for better rights for tenants, protections against rent increases, evictions and poor-quality housing and we represent and defend our members when they are having housing problems.

By building tenant power and challenging landlords collectively, we not only win for our members but we also fight for a housing and political system that puts people before profit. We believe in the collective power of tenants to come together to fight for their rights, and use diverse tactics – including direct action when necessary – to achieve this.

Living Rent is affiliated to ACORN International and the International Union of Tenants.