

## Job Title: Associate Community Organiser

Salary: £24,350 pa pro rata (**£12,175 pa** FTE 0.5) Contract: 2 years  
 Hours: 18h 45m pw over 2.5 days (some unsociable hours) Based: working from home, but office space available

### 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

An Associate Community Organiser is responsible for the day-to-day development or maintenance of a Citizens alliance or small chapter. Supported for 3 days a month by a more experienced Organiser, they have considerable independence and responsibility for external political and media relationships. An Associate 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 an Associate Community Organiser in Preston for Citizens UK your main responsibilities will include:

<p>Build relational power to further the goals of CUK</p>	<ul style="list-style-type: none"> <li>• Actively participate in the development of a comprehensive power analysis appropriate to the desired sphere of influence for each project/assignment</li> <li>• Establish working relationships with identified leaders and demonstrate ability to move them into action, including as part of the wider alliance; taking the initiative to establish new relationships as required</li> <li>• Conduct one-to-ones in order to develop relationships with leaders and understand their concerns.</li> <li>• Tell a wide range of Community Organising stories effectively in order to influence others and achieve CUK's goals</li> </ul>
<p>Identify and develop relational leaders prepared to act with others for the common good</p>	<ul style="list-style-type: none"> <li>• Identify and discern actual and potential leaders with the passion and ability to drive change</li> <li>• Proactively create opportunities for leaders to develop, in particular tertiary or new leaders; nominate for training on the core taster curriculum</li> <li>• Successfully deliver training workshops in local institutions and on the core taster curriculum at a local level</li> </ul>
<p>Strengthen institutions and develop BBOs</p>	<ul style="list-style-type: none"> <li>• Ensure good understanding of the basic interests and traditions of typical member institutions</li> <li>• Organise a small cluster of up to 5 standard member institutions or 1 strategic partner to work together for the achievement of common goals</li> </ul>

	<ul style="list-style-type: none"> <li>• Support pre-existing core teams and create/develop new core teams to provide leadership at institutional and cluster levels</li> </ul>
Support leaders through the Cycle of Action in order to create change	<ul style="list-style-type: none"> <li>• Support member institutions in running listening campaigns</li> <li>• Organise neighbourhood actions; demonstrating increasing independence in working without the need for close supervision</li> <li>• Take the lead in supporting groups of leaders through the cycle of action on neighbourhood issues; aiming to achieve neighbourhood wins</li> <li>• Evaluate the effectiveness of actions; demonstrating ability to incorporate lessons learned into future actions</li> </ul>
Contribute to CUK's financial viability through effective fundraising & financial management	<ul style="list-style-type: none"> <li>• Recruit new dues paying institutions; work together with a more senior Organiser to negotiate annual membership fees and letters of understanding</li> <li>• Contribute substantively to fundraising by securing £20k pa overall, at least half of which should be 'hard money' from retention and recruitment of member institutions.</li> <li>• Liaise with the Finance &amp; Operations team to update the membership database and ensure timely invoicing and fee collection</li> </ul>
Contribute to effective teamwork	<ul style="list-style-type: none"> <li>• 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 &amp; improve on self-identified weaknesses</li> <li>• Demonstrate ability to work effectively with colleagues and participate in a team</li> <li>• Produce all required reports and follow CUK's procedures on time and to the required standards</li> </ul>
Participate in the development of the craft of Community Organising and play a role in the Guild of COs	<ul style="list-style-type: none"> <li>• Schedule an average of at least three 1-2-1 relational meetings into your daily schedule as a core part of your professional practice</li> <li>• Commit 10 working days pa (pro rata for part-time staff) to the preparation, delivery and evaluation of Citizens UK National Community Leadership Training or other local or regional trainings;</li> <li>• 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.</li> </ul>

## Person Specification

REQUIREMENTS		ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Bachelor's degree in any subject		✓
	Evidence of further and continuing study including a possible professional qualification		✓
<b>EXPERIENCE</b>	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	✓	
<b>KEY SKILLS AND KNOWLEDGE</b>	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	✓	
<b>PERSONAL QUALITIES &amp; VALUES</b>	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.