

## Job Title: Community Organiser: West London

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Salary: **£31,044 PA plus £3,000 PA** London Weighting  
Hours: **37.5 hours per week** (including some unsociable hours)

Contract: **12 months** (with the hope of extension)

Inclusion: Black and minority ethnic candidates are strongly encouraged to apply. Open to flexible working proposals too. Based: **West London**

### Citizens UK

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CUK 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 12 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. Our work has led to the creation of many local, regional and national campaigns and social change projects incl.: [Living Wage Foundation](#), [Sponsor Refugees](#) and [Parents and Communities Together](#). We've achieved positive change for hundreds of thousands of people through positive interventions on wages for low paid workers, refugee resettlement and social support for new parents. Please visit our website at: [www.citizensuk.org](http://www.citizensuk.org) West London Citizens is one of the 12 chapters above - [https://www.citizensuk.org/west\\_london](https://www.citizensuk.org/west_london).

### Purpose

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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. This is a challenging and inspiring role for a person who is ambitious for themselves and those they are seeking to develop.

### Key Tasks

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- Build the Hounslow Citizens alliance from 6 to 10 members with the support and investment of a senior organiser, supporting them to create campaigns that involve multiple members (40%).
- Build the Ealing Citizens alliance from 8 to 10 members, supporting the strengthening of relationships within member organisations and local mini campaigns around issues like affordable housing and mental health (30%).
- Support the deepening of 'Just Transition London' campaign, as part of London Citizens' Mayoral Election Assembly, to enable London to become a net zero carbon city and ensure the benefits of new environmental policy flow to low income communities. This will be primarily through listening and supporting West London Citizens members to participate in a local climate action – for example, tackling polluting buses along specific routes or encouraging member organisations to switch to green energy. There is also scope to potentially be involved in building the Just Transition London strategy, recruiting partners and creating actions to widen the support of business and key civil society organisations across London - <https://www.citizensuk.org/just-transition> (20%).
- Support the 'Women's Leadership Project' to use community organising methods to develop women across West London member organisations through a training and mentoring program (10%).

If you would like to read a little more about why organisers love their work, see here - <https://ironruleblog.com/2020/05/22/why-do-you-love-being-an-organiser/>

## Main Responsibilities

Working as an Organiser in West London for Citizens UK your main responsibilities will include:

<p><b>Build relational power to further the goals of CUK</b></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>• Develop and grow a substantial network of key influencers at a local level, including journalists; taking the initiative to establish new relationships as required</li> <li>• Conduct at least 3 1-2-1s a day in order to develop relationships with leaders; ensuring a deep understanding of 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><b>Identify and develop relational leaders prepared to act with others for the common good</b></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>• Achieve significant development of primary and secondary leaders; nominate new leaders for training on the core taster curriculum and for National Training</li> <li>• Successfully lead training on the core taster curriculum at a local level and in West London-wide organising training</li> </ul>
<p><b>Strengthen institutions and develop BBOs</b></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 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</li> <li>• Support pre-existing core teams and create/develop new core teams to provide leadership for multi-institutional campaigns</li> <li>• Run institutional development campaigns in a range of types of organisation</li> </ul>
<p><b>Support leaders through the Cycle of Action in order to create change</b></p>	<ul style="list-style-type: none"> <li>• Support the Just Transition Listening Campaign, primarily in West London, and thereafter in building a climate justice campaign for the London Mayoral Election 2021</li> <li>• Support member institutions in running listening campaigns, within cycles of action, to find out what people care about and identify 1 issue to take action on in Hounslow and Ealing respectively, ending in negotiations and aiming to achieve 1 local win per borough.</li> <li>• Develop strategies for significant local impact; with comprehensive plans and tactics.</li> <li>• Develop and facilitate action planning teams at local level and support West London-wide action where appropriate</li> <li>• Organise and support local actions, ensuring publicity, and facilitating negotiations.</li> <li>• Evaluate the effectiveness of actions; demonstrating ability to incorporate lessons learned into future actions</li> </ul>
<p><b>Contribute to CUK's financial viability through effective fundraising &amp; financial management</b></p>	<ul style="list-style-type: none"> <li>• Recruit new dues paying institutions; negotiating annual membership fees and letters of understanding as required</li> <li>• Contribute to fundraising by securing £40-60k pa overall, at least half of which should be 'hard money' from the recruitment and retention of member institutions.</li> <li>• Liaise with the Finance &amp; Operations team to update the membership database and ensure timely invoicing and dues collection</li> </ul>

<p><b>Contribute to effective teamwork</b></p>	<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; contribute to the learning of other Organisers</li> <li>• Lead other Organisers or Associates in a manner that supports high performance by providing clear expectations and providing proactive support, encouragement and mentorship</li> <li>• Produce all required reports and follow CUK's procedures on time and to the required standards</li> </ul>
<p><b>Participate in the development of the craft of Community Organising and play a role in the Guild of COs</b></p>	<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 CUK 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	✓	
	Subject of relevance to community work or community organising is desirable		✓
<b>EXPERIENCE</b>	Proven track record of successful organising and campaigns won	✓	
	Evidence of having acted in a leadership role with peers or in local community activities (e.g. faith community, organising clubs or societies)	✓	
	Experience of having carried out a power analysis and using the results to initiate new relationships		✓
	Project management; evidence of having delivered work on time and to standard and delivered impact	✓	
	Able to demonstrate previous experience of 'learning by doing' in a work or project environment; evidence of being open to feedback and comfortably coachable	✓	
	Fundraising/budgeting to build stable finance streams		✓
	Developing/coaching/mentoring others	✓	
	<b>KEY SKILLS AND KNOWLEDGE</b>	Excellent interpersonal awareness – ability to listen well and appreciate a different viewpoint	✓
Concern for impact – ability to adapt own behaviour in order to address the needs or concerns of someone else		✓	
Good communication skills – able to speak with conviction and passion; and to make a logical argument		✓	
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 incl. set\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 self-starter with ability to take initiative and work independently	✓
	A passion for justice	✓	
	A positive enthusiasm for working with faith congregations, trade unions, schools and other community organisations	✓	
	An interest in and experience of politics and organising	✓	
	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.