

## **SERA National Organiser: Job Description**

### **About SERA**

SERA is a membership, campaigning and policy environmental organisation. It is the only environment group affiliated to the Labour Party. We believe that tackling environmental problems is key to delivering opportunity and fairness. From climate change to community energy, waste to transport and air quality, SERA is focused on the most important environmental and social challenges facing Britain - challenges that only a Labour Government can tackle.

We are pioneers in bridging the social and environmental movements, to build common solutions to major issues. Our aim is to promote sustainable environmental policies within the Labour Party and support Labour leadership on the environment.

We are a membership based organisation and our members include Labour politicians, environmental professionals, academics, people working in businesses and trade unionists.

Through research, publications, parliamentary meetings and seminars, events and a Labour conference programme we provide a forum and platform for discussion on environmental issues and socially-just solutions. We work closely with Labour representatives at all levels from local councils to Mayors and MPs and Lords.

We have ambitious plans over the next few years, to build our organisation and to put environmental policies at the heart of Labour's policymaking.

### **The role**

We are seeking a National Organiser to provide administrative, organisational, fundraising and campaign support to the SERA Co-chairs and Executive, to implement SERA's strategy and to make sure we run as an effective membership and campaigning organisation.

The role is initially offered full time for one year, renewable subject to fundraising commitments being met.

**Reports to:** SERA Chairs

**Staff managed:** None (although possibly volunteers)

**Hours:** Full time (37 hours per week, which will include some evening work). The post is being offered initially for six months and would be extended subject to SERA achieving fundraising targets.

**Pay:** c £25,000-£27,000 depending on experience

**Place of work:** London in the SERA office in Kings Cross, Pentonville Road

### **Key responsibilities**

- Managing the membership database and online joining system (with the Treasurer)
- Organising SERA public and private events including the flagship Labour conference programme
- Producing and mailing fortnightly members email
- Overseeing SERA's social media output and website
- Organising and administering SERA executive meetings and AGM
- Organising meetings and briefings with politicians and members in Parliament and elsewhere and developing links with a range of stakeholders and organisations
- Managing production of SERA's New Ground publication (2-3 times a year), including commissioning articles for New Ground, SERA website and other publications
- Working with SERA Executive to develop and lead SERA's sponsorship and fundraising strategy and developing income streams
- To contribute to the overall activities of SERA as required
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder
- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager

### **Essential Skills and experience**

- Good administrative and IT skills
- Excellent written and spoken English
- Evidence of support for Labour
- Interest in environmental issues

### **Desirable skills and experience**

- Experience of organising events
- Experience of sponsorship and fundraising
- Experience of campaigning
- Experience of working with a members based organisation
- Knowledge of blogging and social media
- Knowledge of Labour politics

### **Application process**

If you are interested in being considered for this role, please send your CV with a cover letter explaining why you would be suitable for the job to [jobs@sera.org.uk](mailto:jobs@sera.org.uk) no later than 5pm on Friday 19<sup>th</sup> January 2018. Interviews will be held around two weeks later.