

Job Title: Associate Organiser

Salary: Step 1 £24,354 pa, or Step 2 £25,148 pa according to initial level of responsibility

Contract: Permanent
Base: Leicester

Hours: 22.5 hours per week, normally over 3 days, although other working patterns are available (some planned evening and weekend working is required)

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 14 diverse civil society alliances across England and Wales and over 490 individual members. Using the method of broad-based organising, learnt from the civil rights movement in the USA, we build powerful alliances that develop the leadership capacity of our members so they can hold 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

Leicester and Leicestershire Citizens (LLC) is one of CUK's newest and most dynamic civil society alliances, comprised of 15 schools, faith organisations, migrant groups, Leicester Anglican Diocese and the University of Leicester. This role is for an ambitious, hard-working person who wants to win tangible change in the city/county and develop new leaders in the process.

Key Tasks in the next 12 months (all with support and investment of Lead Organiser)

- Build and strengthen LLC by: a) Supporting the LLC Leadership Team's co-chairs to run meetings and follow-up with action teams; b) maintaining the current membership and recruiting new organisations in your first 12 months.
- Complete LLC's current organising cycle by securing meaningful victories in the 2 local campaigns around employment (tackling discrimination, poor working conditions and exploitative agencies) and housing (homelessness and rogue landlords).
- Training 25 leaders in the method of community organising in your first 12 months.

Role of an Associate Organiser

The principal responsibility of an Associate Organiser is their own development: learning the craft of Community Organising under the guidance of an experienced Community Organiser. They work intensively with a small number of member organisations under close supervision, growing their experience, skill and responsibility incrementally. An Associate Organiser is working towards becoming a competent practitioner of the craft of broad-based community organising, which focuses on the building of an alliance, fostering 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.

Broader Responsibilities of an Associate Organiser

Working as an Associate Organiser in Leicester and Leicestershire for Citizens UK your main responsibilities will include:

<p>Build relational power to further CUK goals</p>	<ul style="list-style-type: none"> • Support Leaders to develop a comprehensive power analysis appropriate to each action area or winnable goal • Establish working relationships with alliance leaders and move them into action; taking the initiative to establish new relationships as required • Conduct 1-2-1s to develop relationships with leaders and understand their concerns. • Tell a wide range of Community Organising stories effectively in order to influence others and achieve CUK's goals
<p>Identify and develop relational leaders prepared to act with others for the common good</p>	<ul style="list-style-type: none"> • Identify and discern actual and potential leaders with the passion and ability to drive change • Proactively create opportunities for leaders to develop, in particular new leaders; nominate for training • Successfully deliver training workshops in local institutions and on the core taster curriculum at a local level
<p>Strengthen institutions and develop the Leicester and Leicestershire Citizens alliance</p>	<ul style="list-style-type: none"> • Ensure good understanding of the basic interests and traditions of typical member institutions • Organise campaigns involving multiple organisations to work together for the achievement of common goals • Support pre-existing core teams and create/develop new core teams to provide leadership in each organisation and in multi-organisational campaign teams • Support the Leicester and Leicestershire alliance to be effective through its leadership group, its meetings, systems and actions.
<p>Support leaders through the Cycle of Action in order to create change</p>	<ul style="list-style-type: none"> • Support member institutions in running listening campaigns • Support Leaders to organise neighbourhood actions and to secure member turnout • Take the lead in supporting groups of leaders through the cycle of action on local issues, aiming to achieve wins • Evaluate the effectiveness of actions; demonstrating ability to incorporate lessons learned into future actions
<p>Contribute to CUK's financial viability through effective fundraising & financial management</p>	<ul style="list-style-type: none"> • Recruit new dues paying institutions; work together with a more senior Organiser to negotiate annual membership fees and letters of understanding • Contribute substantively to fundraising by securing £30k pa overall, at least half of which should be 'hard money' from retention and recruitment of member institutions. • Liaise with the Finance & Operations team to update the membership database and ensure timely invoicing and fee collection
<p>Contribute to effective teamwork</p>	<ul style="list-style-type: none"> • 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 & improve on self-identified weaknesses • Demonstrate ability to work effectively with colleagues and participate in a team • Produce all required reports and follow CUK's procedures on time and to the required standards

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 three 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 or other local or regional trainings;
- 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.
- Demonstrate increasing independence in working without the need for close supervision

Person Specification

REQUIREMENTS		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Bachelor's degree in any subject		✓
	Subject of relevance to community work or community organising is desirable		✓
EXPERIENCE	Previous campaign experience		✓
	Evidence of having acted effectively in a leadership role with peers or in local community activities (e.g. organising clubs or societies)	✓	
	Experience of administration, project and time management; completing work on time and to high standard	✓	
	Able to demonstrate previous experience of 'learning by doing' in a work or project environment; evidence of being open to feedback and comfortably coachable	✓	
	Developing leaders – being able to encourage/agitate people to act on what they care about, and support them to be effective at winning change on that issue	✓	
KEY SKILLS AND KNOWLEDGE	Excellent interpersonal awareness – ability to listen well and appreciate a viewpoint or opinion that is different from one's own	✓	
	Good communication skills – able to speak with conviction and passion; to make a logical argument, facilitate conversations and motivate others.	✓	
	Skilled at building, and participating in, teams		✓
PERSONAL QUALITIES & VALUES	A self-starter with ability to take initiative and work independently	✓	
	Desire to make an impact and achieve results	✓	
	A passion for justice	✓	
	A positive enthusiasm for working with civil society - faith congregations, trade unions, schools and other community organisations	✓	
	An interest in and experience of politics and public life	✓	
	Curious about people and able to build strong interpersonal, accountable relationships with a diverse range of people	✓	
	Self-motivated and adaptable	✓	

The successful applicant will be required to undertake a satisfactory Enhanced DBS check.

The standard working week is 37.5 hours (22.5 for this role), some evenings or weekends are inevitable. However, time off in lieu (TOIL) is available and can be agreed with your line manager. 25 days holiday a year, plus public holidays (pro rata for part time staff).

The deadline for applications is 09:00 on Monday 8 March 2021 and shortlisted candidates will be contacted by the end of the day on Tuesday 16 March 2021. Interviews will be on Tuesday 30 March 2021, 09:00 – 14:00. For more information, or to arrange a phone call to discuss the role in greater detail, please email Daniel.mackintosh@citizensuk.org

Please Note: Due to the expected high interest in the post, we may not be able to respond to unsuccessful applications.