

Dear Applicant

**Interim Parliamentary Co-ordinator - Application Pack**

**Fixed-term contract: 9 months, 4 days per week, London**

Thank you for your interest in working at Campaign Against Arms Trade (CAAT). We are currently recruiting an Interim Parliamentary Co-ordinator. Working closely with our Research, Media, and Campaigns Co-ordinators, you will be responsible for CAAT's Parliamentary work and for liaison with relevant partner organisations.

You will have excellent communication and relationship-building skills, to help you build and nurture partnerships with parliamentarians at all levels and with organisations and networks who share CAAT's goals.

You will have good knowledge of how to use parliamentary procedures to achieve campaign goals, strong experience of monitoring and responding to Parliamentary activity related to core campaign issues.

Your experience of engaging with individual parliamentarians and with formal consultation processes as part of a wider campaign strategy will be vital in ensuring that CAAT builds on existing support in Parliament to advance our key campaigns and help shift public attitudes towards the arms trade.

This is a 9-month part-time (4 days per week) post, based in our North London office, with a salary of £31,612 per annum (£39,516 pro rata), plus 8% into a pension that doesn't invest in the arms trade. Holiday entitlement is 20 days per year plus bank holidays, and an additional two weeks' holiday around Christmas and New Year when the office is closed. Interest-free season ticket loans are also available for those who require support with travel costs.

**Positive Action policy**

CAAT is working towards a more equitable society and we encourage all applicants to complete the equal opportunities monitoring form. CAAT values diversity and is currently looking to recruit individuals from under-represented groups, in particular People of Colour. When shortlisting scoring shows that a group of candidates are as qualified to do the role as each other then the selection is narrowed by using positive action. The panel will then try to offer an interview to all candidates who identify as a person of colour from this group of candidates who were considered equally qualified.

**Please submit your application form (and equal opportunities monitoring form) to: [jon@caat.org.uk](mailto:jon@caat.org.uk) no later than 23:59pm on Sunday 3 January 2021.**

**We can only accept applications which use our application form. CVs will not be considered.**

Interviews will be held the week of Monday 18 January. If you have not been invited to interview by 1pm on Wednesday 13 January, please assume that your application has been unsuccessful.

### **CAAT's structure**

CAAT is not-for-profit organisation that aims to work without hierarchy. A Steering Committee of 24 individuals (including permanent staff) are the ultimate decision-making body of CAAT. They are also the company directors. Decisions are made by consensus. Each member of staff is responsible for their own area of work, and weekly 'work plan' meetings provide an opportunity to consult, communicate and agree ideas.

We operate a pay parity policy, and all permanent members of staff are directors of the company. The organisation is run on the principles of collective management and peer support – collective management responsibilities take an average of seven hours per week.

### **Working for CAAT**

All CAAT staff are currently working remotely due to Covid-19 and will continue to do so until staff can work safely within the office environment. If working from home would be difficult for you, please let us know. We do not want anyone to be excluded from applying based on this expectation and will aim to support successful candidates to find an alternative solution that keeps you safe.

The basic working hours are 10am to 6pm Monday to Friday, with an hour for lunch. The days which part-time staff work are agreed on appointment, but all staff are expected to work on Wednesdays, when all-staff meetings are held. Employees can work flexitime in agreement with other staff members, with core hours being 11am-4pm. Training sessions, CAAT events and necessary meetings are counted as working hours. When these take place during evenings and weekends, time off in lieu (TOIL) can be taken. Please note that in-person events are not currently happening at CAAT due to Covid-19, and no staff will be expected to put themselves at risk by travelling at this time.



Jon Nott  
Operations Manager

# **Interim Parliamentary Co-ordinator**

## **Job Description** (4 days per week)

CAAT's parliamentary work is a vital part of many of the organisation's campaigns and the Parliamentary Co-ordinator develops this, as well as having responsibility for liaison with other organisations in the UK and overseas when this concerns governmental affairs.

The postholder will:

### **Parliamentary**

1. Be responsible for increasing CAAT's profile, influence and credibility with parliamentarians, the civil service, devolved administrations (except in Scotland), political parties, local councils, and trade unions.
2. Work with other staff to ensure that CAAT's parliamentary work is integrated with the organisation's overall strategic plan.
3. Use sound political analysis to inform and develop parliamentary strategies.
4. Feed in to plans for CAAT's campaigns and events.
5. Maintain and develop systems to support effective parliamentary work, including managing media clippings and the CAAT parliamentary database.
6. Develop and maintain good links with relevant individuals and institutions, enlisting their support for CAAT's policies.
7. Encourage these individuals and institutions to assist CAAT's work, for instance, through the tabling of Parliamentary Questions, submission of Freedom of Information requests.
8. Monitor developments relevant to arms exports in these institutions.
9. Write or co-ordinate CAAT's submissions to Select Committee, Green Papers and similar consultations.
10. Respond to enquiries from official institutions and parliamentarians and from others about this area of CAAT's work.
11. Work with colleagues to assist CAAT supporters in their work with parliamentarians, local councils, trade unions and the other institutions.

### **Liaison with other organisations**

12. Be responsible for CAAT's liaison with other UK organisations where the work is primarily concerned with government or other official bodies.
13. Liaison with overseas organisations, unless it is primarily concerned with a matter within another member of staff's remit e.g. protests at an arms fair.

**With other staff, the post holder will also:**

1. Participate in campaign planning and organisational strategy.
2. Contribute to CAAT News (CAAT's quarterly magazine) and other external communications where necessary.
3. Share the day-to-day running and administration of the CAAT office.
4. Participate in regular staff review meetings as part of the collective management of CAAT.

# Interim Parliamentary Co-ordinator

## Person Specification

### Essential:

1. An excellent understanding of how the UK Parliament works and how campaigning organisations can maximise their influence on policy.
2. Significant experience of monitoring Parliamentary business and co-ordinating organisational responses and activities.
3. At least 2 years' experience developing political strategies as part of campaign planning, including monitoring and evaluation.
4. Strong interpersonal skills to build relationships with Parliamentarians and their staff.
5. A track record of engaging with Parliamentarians, decision makers and influencers from across the political spectrum.
6. Strong verbal and written communication skills, confident at public speaking.
7. Experience of co-ordinating and writing submissions to government consultations.
8. Networking skills to build alliances with wider civil society to further CAAT's political objectives.
9. Demonstrable support for CAAT's aims and objectives (see our 'About CAAT' webpage).
10. Understanding of and commitment to equal opportunities.

### Desirable:

1. Experience in developing organisational strategy, monitoring and evaluation.
2. Previous experience of campaigning/advocacy within a relevant sector, such as human rights, peace, conflict, and/or disarmament.  
*and/or*
3. Previous experience of working with (or for) elected officials or holding elected office yourself.