

Dear Applicant

**Campaigns & Communications Co-ordinator - Application Pack**

**Permanent, 4 days per week. Flexible location (within UK)**

Thank you for your interest in working at Campaign Against Arms Trade (CAAT). We are currently recruiting a Campaigns & Communications Co-ordinator. Working as part of our campaigns team, you will be responsible for developing and delivering effective public campaigns and supporting communications.

Equally comfortable organising demonstrations “on the streets” and online actions, you will have a strong commitment to supporting and growing CAAT’s activist base. A skilled communicator and natural relationship builder, you will bring your experience and understanding of how grassroots campaigns develop strategies to deliver change.

This is a **permanent, four-day per week** post, based in our London office (or working from home, or from a shared workspace) with a salary of **£33,035** (£41,294 pro rata), **plus 8% into a pension that doesn't invest in the arms trade.**

**Reflecting the communities we serve**

CAAT is working towards a more equitable society and we encourage all applicants to complete the equal opportunities monitoring form. CAAT values diversity and we welcome applications from under-represented groups, in particular People of Colour.

**Please submit your application form (and equal opportunities monitoring form) to: [recruitment@caat.org.uk](mailto:recruitment@caat.org.uk) no later than 23:59pm on Sunday 24 April.**

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

**Interviews will be held on Friday 13 May.** If you have not been invited to interview by 1pm on Friday 6 May, please assume that your application has been unsuccessful.

## About CAAT

CAAT is a UK-based organisation working to end the international arms trade. CAAT operates on a non-hierarchical basis with the staff team collectively responsible for the day-to-day management of the organisation, and a Steering Committee consisting of staff and non-staff members acting as the governing board, with responsibility for strategy, finance, legal compliance, and acting as the employer of the CAAT staff. All permanent members of staff are directors of the company.

CAAT is currently undergoing a [process of reflection and change](#), where we are reviewing our internal collective management and governance structures and processes, to enable us to foster a stronger and more inclusive working environment, and to more effectively work towards our key goals.

CAAT normally operates with a staff team between 10 - 14 people, working across the UK, either from our office in London, our shared working spaces in Glasgow and Birmingham, or from home. If you are unable to work from home and are not close to one of our existing hubs, we can discuss options for suitable workspace.

## How we work

We are currently operating with a reduced team so, while this job description reflects the responsibilities of the permanent role, in the short term and after the induction period, there may be a higher proportion of one-off tasks and cover for other roles.

As well as the staff team and the Steering Committee, CAAT also works with a network of contractors, freelancers, volunteers, activists and partner organisations to achieve our goals. CAAT operates pay parity and non-hierarchical, peer-to-peer management. We believe that working in a way that challenges the default structures of power and privilege is an important part of achieving our vision of a world where conflict can be resolved without the use of force. 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 recognise however that this is quite a different way of working to most other organisations, even most other campaigning organisations and for many people it will be a new experience. We don't expect candidates to have prior experience of non-hierarchical working and collectively managing organisations, but you will need to demonstrate a willingness to learn to work in this way.

## Terms & conditions

The basic working hours are 10am to 6pm Monday to Friday, with an hour for lunch. The days which 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. Holiday entitlement is 20 days per year plus bank holidays, and an additional two weeks' holiday around New Year when the office is closed. Interest-free season ticket loans are also available for those who require support with travel costs.

If you have any questions, please email [recruitment@caat.org.uk](mailto:recruitment@caat.org.uk). Thanks again for your interest in working at CAAT.

A handwritten signature in black ink, appearing to read 'Jon Nott', with a large, stylized 'J' and 'N'.

Jon Nott  
Operations Manager

# Campaigns and Communications Co-ordinator

## Job Description

### Objectives:

- Take responsibility for delivering and developing CAAT's strategic plans, including particular public campaigns and projects, making sure that they are effectively implemented and that campaigning opportunities are taken.
- Working with other staff to ensure CAAT's public campaigns and communications offer a wide range of different ways for people to engage and take action.
- Deliver public communications across CAAT's issues to engage more people and identify reactive opportunities to promote CAAT's key messages.

### Role Responsibilities (average 21 hours per week):

1. Campaign strategy and communication planning, including developing campaign proposals, tactical research, consultation and testing.
2. Working with colleagues to set CAAT's overall campaign priorities and broader short and long term strategies.
3. Developing and implementing CAAT's communications strategy, in particular social media and online, and ensuring CAAT's messaging comes through in all our campaigning.
4. Contributing to monitoring and evaluation and reporting of campaign outputs and impact, including providing information for funding reports and applications.
5. Producing, or overseeing the production of online and print campaign materials and resources, including digital communications and graphics, printed resources, and props.
6. Developing and promoting online campaign actions, tailoring messages to different audiences, promoting through CAAT's mailing lists, social media and other platforms to help increase CAAT's reach and achieve campaign objectives.
7. Networking with other organisations and relevant stakeholders to expand the reach of CAAT's campaigns, working on shared projects which show how the arms trade intersects with other issues.

8. Working with colleagues to develop creative and effective actions and events, online and in person, and help supporters take action more effectively and confidently.
9. Working with colleagues to identify proactive and reactive media opportunities to promote and advance CAAT's campaigns, and deliver integrated communications.
10. Working with colleagues to set priorities for the development of CAAT's websites, supporter database and e-campaigning.

### **Collective Management Responsibilities (average 7 hours per week):**

With other staff, the postholder will also participate in the shared collective management of the organisation in the context of CAAT's non-hierarchical structures. Following the full 6-month induction process, this will include taking leadership over specific projects within collective management. Typically, collective management responsibilities are expected to take up an average of one day a week out of the four.

Specific aspects of these collective management responsibilities include:

1. Acting as a Director of CAAT, sitting on CAAT's Steering Committee (our board of directors);
2. Developing CAAT's long and short-term strategic plans;
3. Taking part in some of CAAT's organisational working groups (e.g. HR, Collective Management, Finance, Risk & Compliance, Operational Planning), which work to develop CAAT's policies and systems, and taking on specific tasks relating to the work of these groups;
4. Participating in weekly all-staff "Workplan" meetings, including facilitating meetings on a rotating basis following the induction process;
5. Participating in CAAT's peer review and support system, including (after the induction period) acting as a Reviewer for another staff member, involving regular check-ins, advice and support as necessary, and facilitating their biannual peer reviews. (New staff have their own Reviewer from day 1);
6. Participating in CAAT's recruitment processes, including helping design job descriptions and person specifications, and periodically sitting on interview panels.

Please note that **prior management experience is not a requirement** for this position, rather a willingness and ability to participate and learn.

Other shared staff responsibilities include:

7. Contribute to CAAT News (CAAT's quarterly magazine), the CAAT website and other external communications where necessary;
8. Be responsible for supervising volunteers or people on paid placements undertaking relevant areas of work;
9. Share the day-to-day running of CAAT, which could include assisting with staff cover during holidays and other absences.

# Campaigns and Communications Co-ordinator

## Person Specification

### Essential

1. Experience of the planning, delivery, monitoring and evaluation of powerful and inspiring campaigns, and a strategic understanding of how grassroots campaigning can create change.
2. Experience of planning, developing and delivering communications strategies to achieve successful campaign goals and outcomes.
3. Excellent and effective written and spoken communication skills with the ability to persuade and motivate diverse audiences (including those for whom English is not a first language) across a range of channels.
4. Experience of, and a passion for, using data and digital tools/tactics to run effective supporter journeys and achieve campaign objectives (while testing and trying new ideas along the way).
5. Strong relationship and coalition building skills, able to forge and manage relationships with people and organisations working on similar issues or projects.
6. Experience producing and overseeing the development of a range of assets and resources to achieve campaign objectives such as FAQs, graphics, videos, blogs etc.
7. Demonstrable commitment to equal opportunities and anti-oppression: this could have been gained through personal experience, training, and/or working or volunteering for an organisation that champions equal opportunities.
8. Self-motivated and can prioritise their own work effectively, as well as collaborating and coordinating with others on shared projects.
9. Demonstrable commitment to CAAT's aims and objectives, including commitment to the collective running of CAAT.

### Desirable

10. Knowledge of current affairs related to the arms trade and how our work intersects with a range of issues (such as racism, colonialism, and the climate crisis).
11. Experience using a wide range of campaigning tactics to bring about real-world changes – including digital mobilisation, PR stunts, lobbying and direct action.