

Dear Applicant,

Media 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 Media Co-ordinator. CAAT recognises that successful and sustained media coverage is an integral part of our campaigning and is vital in ensuring our key messages reach the wider public.

Using your prior press officer or journalistic experience, as our Media Co-ordinator, you will ensure CAAT campaigns, research, parliamentary and other work is reflected clearly, accurately and in a timely manner in UK print, broadcast, and online media. You will lead on the development, planning and execution of CAAT's media work, as well as being CAAT's primary media spokesperson.

This is a **permanent, four-day per week** post, based either in our London office, a shared workspace, or working from home, 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 **no later than 23:59pm on Sunday 6th November 2022.**

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

Interviews will be held on Friday 25th November. If you have not been invited to interview by 4pm on Friday 18th November, 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. Thanks again for your interest in working at CAAT.

A handwritten signature in black ink, appearing to read 'Jon Nott', with a large, sweeping initial 'J'.

Jon Nott
Operations Manager

Media Co-ordinator

Job Description

Campaign Against Arms Trade (CAAT) recognises that successful and sustained media coverage is an integral part of our campaigning and is vital in ensuring our key messages reach the wider public. The Media Co-ordinator's role is to ensure CAAT campaigns, research, parliamentary and other work is reflected clearly, accurately and in a timely manner in UK print, broadcast, and online media. They will lead on the development, planning and execution of CAAT's media work, as well as being CAAT's primary media spokesperson.

Role Responsibilities (average 21 hours per week):

1. Developing and delivering media strategies for CAAT campaigns, events, and research outputs, in collaboration with other staff.
2. Acting as a primary spokesperson for CAAT when speaking to media, while supporting other staff to act as spokespeople where appropriate. This role will include regular broadcast media appearances.
3. Developing and maintaining good relationships with journalists.
4. Proactively contacting journalists to pitch stories drawing on CAAT's research and information resources.
5. Producing news releases, articles, op-eds, and other resources for use by a variety of media.
6. Identifying proactive and reactive opportunities to promote CAAT's key messages.
7. Responding to media enquiries, with a focus on CAAT's key messages.
8. Train, brief and support other staff with media engagement.
9. Being CAAT's media contact during out of office hours (or arranging alternative cover).
10. Along with the campaigns team, participating in CAAT's social media platforms and blog; and editing the media sections of CAAT's website.

The Media Co-ordinator will also:

1. Maintain administrative systems to support CAAT's media work.
2. Be part of the team that moderates CAAT's Facebook page.
3. Assist CAAT's local activists with media engagement, giving support, advice, and training when necessary.

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.

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.

CAAT Media Co-ordinator

Person Specification

Essential

1. Has prior experience as a Press Officer working with the national media, or experience as a Journalist working in the media.
2. Has successfully communicated messages in broadcast media interviews.
3. Has the ability to understand and communicate complex issues to tight deadlines in line with agreed messages.
4. Has developed and maintained strong professional relationships with journalists.
5. Is an effective communicator, using both written and spoken English.
6. Has experience of producing and editing text for magazines or websites.
7. Has a demonstrable commitment to CAAT's aims and objectives, including commitment to the collective running of CAAT, and collaborative campaigning.
8. 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.
9. Is self-motivated and can effectively prioritise their own work to successfully meet media deadlines, as well as collaborating and co-ordinating with others on shared projects.

Desirable

10. Has knowledge of arms trade issues.
11. Has done media work for a political or campaigning organisation.
12. Is social media literate, with solid experience of using social media to communicate key messages.