



Community Organiser - Democratic Engagement

Job description, person specification, selection criteria.

1. Job Description

Job title: Community Organiser - Democratic Engagement

Department: Organising Department

Contract type: fixed-term.

MAIN PURPOSE

- To register, engage and mobilise voters around 2021 local and mayoral elections (non-partisan).
- To build, support and develop ACORN as a broad based community organisation consisting of Members, Volunteers and trained Leaders organised in branches in low and moderate income communities, and;
- To increase their capacity to act together on community, social, political and economic issues for the common good.

MAIN DUTIES

- To register and mobilise the electorate to vote during 2021 local and mayoral elections
- To engage the electorate through organising hustings and other community events during 2021 local and mayoral elections
- To recruit individual ACORN Members through door knocking, social media and other means.
- To manage organising drives to build new and maintain existing ACORN branches, groups, teams.
- To identifying issues of common concern at the neighbourhood and wider level;
- To identify and support new leaders to enable them to take on leadership roles in the organisation.
- To support elected leaders to enable them to carry out their roles.
- To maintain relationships with funders and aid in other income generation

- To write public communications (including email blasts and blog posts to support the work and record, keep secure, and make use of data)
- To keep informed and well briefed on relevant local and national political, social and economic developments
- To represent ACORN cogently and coherently in writing and verbally
- To broker opportunities for the organisation and its leaders to develop positive partnerships and agreements with other organisations and stakeholders
- To handle own administration efficiently and develop administrative systems which ensure the smooth running of ACORN

2. Person Specification

QUALIFICATIONS

No formal qualifications necessary

EXPERIENCE (Desired)

- Recruitment, sales or customer facing roles
- Fundraising roles, particularly on the street or door-to-door
- Managerial roles
- Volunteer management roles
- Educational roles
- Workplace organising roles

ABILITY

- Ability to communicate well verbally and in writing
- Ability to organise yourself and others and to work responsibly in an unstructured environment
- Ability to use imaginative strategies to solve problems
- Ability to work with and relate to all types of people
- Ability to motivate, manage and develop the potential of others (particularly those different to you)
- Ability to plan and organise under pressure

ATTITUDES AND VALUES

- A passion for fairness, equality and social/economic justice
- A good sense of humour
- A positive enthusiasm for working with people from all walks of life, and all kinds of community organisations, businesses and political organisations
- An interest in politics and public life
- Able to work in a team
- Willingness to work within accountable relationships

- Self-motivated and adaptable

3. Selection Criteria

HEADING	CRITERIA
Thinking	<ol style="list-style-type: none"> Experience of developing solutions to resolve problems including: <ol style="list-style-type: none"> analysing information and data research/revision drafting action plans developing campaign/project plans Learning and Development <ol style="list-style-type: none"> ability to identify training needs of others can demonstrate continuous personal learning development.
Interpersonal and Communication	<ol style="list-style-type: none"> Experience of motivating people to participate in activity or do something, including: <ol style="list-style-type: none"> recruiting or making a sale, deal or agreement persuading someone of something making presentations influencing decisions at meetings or otherwise mentoring and coaching writing newsletters, leaflets, marketing materials etc. Experience of effective team working. Experience of ICT including: <ol style="list-style-type: none"> using email using social media taking photographs and/or videos design and layout
Initiative and Independence	<ol style="list-style-type: none"> Experience of prioritising own workload including: <ol style="list-style-type: none"> decision making within guidelines following policies and procedures devolving work to others appropriately.
Resource	<ol style="list-style-type: none"> Experience of coordination including:

management	1.1. time management 1.2. budgeting or controlling expenditure 1.3. maintaining confidential information.
Physical Skills (with DDA modification where necessary)	1. Occasional light lifting of materials 2. Ability to travel
General knowledge	1. An understanding of and commitment to the principles of equality and democracy. 2. A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates.

4. Terms, Conditions and Professional Development

Professional development is a priority for ACORN and considerable time and resources are invested into the support of new Organisers.

TRAINING AND SUPPORT PROVIDED

- **First week:** ACORN organiser training
- **First 3 months:** Weekly 121 management supervision, daily recruitment practice with fellow organising staff, weekly group team call, on-call daily management support.
- **After 3 months:** bi-weekly 121 management supervision, daily recruitment practice with fellow organising staff, weekly group team call, on-call daily management support.
- Additional training where identified

We primarily work 35 hours between 12noon and 8pm (pro-rata) though the work will sometimes need to be done at other times of day or night. Some unsocial hours are inevitable and flexibility is vital.

5. About ACORN

ACORN UK is a community based union of working class people -tenants, workers, residents. We are a mass membership organisation fighting for a better life for our members and the communities they come from.

We believe in the abilities of our communities, when organised together, to achieve social, environmental and economic justice. Our mission is to make that happen.

ACORN in the UK is an independent, non-profit and asset-locked company limited by guarantee, company number 9408898

For more information please visit <http://www.acorntheunion.org.uk>