



JOB PROFILE – Head of Campaigns & Engagement (March 2019)

Status & Hours: This is a permanent role available either full-time or on 4 days per week

Reports to: Director

Location: London

Salary: £39,851 full-time (or £31,881 on 4 days per week)

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Thursday 25 April 9am to: application@jubileedebt.org.uk

1. About the role

Jubilee Debt Campaign is seeking an experienced, inspiring and ambitious campaigner to fill this new position heading up our campaigning, public engagement and movement-building work as we embark on an exciting new five-year strategy.

Empathic, driven, highly organised and passionate about empowering people from different backgrounds to get involved in campaigning for social change, you will have strong leadership skills and be a team-player willing to pitch in at all levels of the organisation's work. Your commitment to social and economic justice will shine through work (paid or voluntary) that you have done to date.

Initially this role will line manage two posts (our part-time Communications and Engagement Officer and temporary Campaigns & Admin Assistant) but we have ambitious growth plans and expect to add an additional 1-2 line reports within the next 2 years. You will lead on developing visionary and inspiring campaigns that engage our supporters and help us attract new supporters so we can increase the real-world impact of our campaigning. You will also play a key role in fundraising and supporting cross-organisational coordination and decision-making.

This is a permanent role and is being offered on either a full-time basis (5 days / 35 hours per week) or on 4 days (28 hours) per week. JDC offers pension contributions of up to 7.5% of salary (depending on equivalent contributions made by the employee), an annual leave entitlement of 26 days per year per annum plus bank holidays, and flexi-time working arrangements outside the core hours of 10am-4pm. The role is based in our central London office near Old Street.

2. About us

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, and campaigning, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is just and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed or driven into poverty by unjust debt.

We have a small, highly-skilled team with an agile, creative and flexible approach, a network of local activists across the UK, a growing community of online activists, and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for developing countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 poor countries from being sued by vulture funds in UK courts
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea
- Creation of a new global network to tackle the dangerous new debt-creating mechanism 'Public Private Partnerships, currently comprising 150 campaigners in 45 countries

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in developing countries to bear on the debt problems and opportunities facing the UK economy. We're now in the process of finalising a new strategy which is setting ambitious goals to guide the next 3-5 years of our work. Our priority campaigns for at least the next 1-2 years are focused on:

1. **The New Global South Debt Crisis:** Sounding the alarm on the new wave of debt crises hitting impoverished countries in the global South, and campaigning to tackle irresponsible lending from the City of London and the repeated bailing out of these lenders by the World Bank and IMF.
2. **The Great British Debt Trap:** Working with partners in the End the Debt Trap coalition to secure government action to tackle Britain's spiralling household debt crisis and find solutions for the 3 million households who are now severely indebted.
3. **The Climate Debt Spiral:** Campaigning to secure debt relief for heavily-indebted small island states on the frontline of climate change, like the Caribbean islands, and for grants not loans for disaster recovery and reconstruction.

3. Role Responsibilities

Campaigns

- Leading on strategy development, planning, implementation, monitoring, and reporting for campaigns, and supporting campaigns being led by others in the organisation
- Maintaining up-to-date knowledge and understanding of key policy and political developments relating to campaign areas
- Supporting development of policy and political positioning

Communications, Media and Engagement

- Supporting the development of Jubilee Debt Campaign's communications strategy and supporting colleagues with its delivery
- Leading on development, implementation and ongoing improvement of Jubilee Debt Campaign's supporter recruitment and engagement work, maximising our visibility amongst like-minded audiences and engaging supporters to help shape and deliver campaigns
- Responding to media enquiries, including representing Jubilee Debt Campaign in the media and at public events

Relationships and Representation

- Initiating and developing relationships with a wide range of external stakeholders, including UK and international partners and allies, Jubilee Debt Campaign supporters, parliamentarians, officials and others
- Attending civil society and official meetings in the UK and internationally

Fundraising

- Supporting the development and implementation of Jubilee Debt Campaign's individuals fundraising strategy and overseeing specific activities, including fundraising mailings to supporters
- Supporting the Director in drafting funding applications and reporting on grants
- Building and maintaining relationships with funders

Finance and Management

- Development of campaign and project budgets, and monitoring and reporting of expenditure
- Line management of the Campaigns & Engagement team

General

- Deputise for the Director as and when required
- Support the Director with organisational planning and strategy development
- Support with planning and organising events, including approaching and liaising with speakers
- Participate in and help facilitate staff meetings on both strategy and day-to-day operations
- Attending relevant Board and sub-committee meetings

Person Specification

ESSENTIAL

- Demonstrable commitment to social and economic justice
- At least five years' experience of campaigning for social or economic justice, either within an organisation or at a grassroots level
- At least two years' experience of devising, leading and driving forward innovative campaigns and creating inspiring, engaging and impactful campaign 'moments'
- Demonstrable leadership and team-working skills, including ability to motivate and support others and to work effectively with people from a wide range of backgrounds and experiences
- Ability to quickly get up to speed on complex issues and to communicate them in clear and accessible ways to diverse audiences
- Excellent writing skills and experience of writing inspirational campaign materials, media articles and blogs
- Experience of working constructively in coalitions
- Experience of public speaking to a range of audiences including activists and media interviews
- Strong project management skills including experience of devising and managing project budgets
- Proven ability to prioritise effectively and manage a busy workload
- A flexible approach – willingness to 'pitch in' to all levels of work
- Competent with using software including Microsoft Office, email software, and CRM

DESIRABLE

- Experience of devising and implementing communications and supporter engagement strategies for organisations and/or campaigns
- Experience of lobbying influencers, including parliamentarians and government officials
- Experience of grassroots activism and campaigning
- Knowledge of finance sector and debt issues
- Experience of successful trust fundraising
- Experience of managing one or more staff members
- Fluent in French, Spanish and/or Arabic

Information for applicants

Applications, each including a completed Application Form and a completed Equal Opportunities Form, must be submitted by email to application@jubileedebt.org.uk by Thursday 25 April 9am.

Please do not submit a CV; we will accept only applications submitted on our application form.

We are very sorry that we cannot reply to all unsuccessful candidates, so if you have not heard from us by Wednesday 1 May, please assume that we were not able to shortlist you.

Applicants must have the right to work in the UK; Jubilee Debt Campaign cannot sponsor visas for people who do not already have this right.

Interviews will take place on **Thursday 16 May**.

These following notes are intended to help you complete the enclosed application form. This form is of vital importance as it provides the only information on which we can base our decision as to whether your skills and experience match the needs of the job and therefore whether to invite you to interview.

General

- Remember to complete all parts of the application form. If you think some parts do not apply to you, write 'not applicable' in the spaces provided for your answer.

References

- Remember to check with your referees that they are happy for us to contact them before you nominate them. We will not contact them without informing you.
- You are asked to supply details of referees that cover the last five years of your employment. One should be your current line manager, or your most recent line manager if you are not currently in employment.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, e.g. as a member of a committee, you could include the chair of the committee among your referees.

Employment History

- Please give details to the nearest month and year of previous jobs held, and account for any gaps in your employment record.
- Some people will have developed relevant skills through unpaid work. These details should be included on the form, particularly where the experience has helped you to develop skills and abilities that we have asked for.

Education or Training

- In this section please include information about any relevant courses that you have attended, as well as your educational history from A-level (or equivalent) onwards.

Supporting Statement

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the published Job Profile.
- The Job Profile is an outline of the main duties of the post together with the person specification – i.e. a description of the skills and experience necessary to carry out these tasks.
- In this section of the form it is essential that you relate your experience to the information given in the Job Profile, particularly the person specification. Make sure that you give specific examples. This means telling us what you did in your job rather than what the team did. It also means giving us

concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

- We will assess how you meet every criteria in the Person Specification, so it is important that you try to address each specific skill or experience that is listed.

Criminal Convictions

- The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and its relevance to the job. If you are shortlisted, this will be discussed with you at the interview.

Equality and Diversity Policy

Jubilee Debt Campaign is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. Through the implementation of this policy we seek to:

- Ensure that all staff (current and prospective), volunteers, members of the Board, and other elected representatives and members are afforded equal opportunities regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, health, gender, gender reassignment, marital status, parental status, caring responsibilities, sexual orientation, disability, socio-economic background, educational background, ex-offender status, or any other inappropriate distinction.
- Promote diversity and equality for persons working for and on behalf of Jubilee Debt Campaign and value input from individuals and groups of people from diverse cultural, ethnic, socio-economic and other distinctive backgrounds.
- Promote fair and equal treatment for employees in fulfilling their potential, ensuring that no individuals or groups of people are afforded unfair privilege within the working environment.
- Treat all members of staff fairly and equally, irrespective of their length of service, status and number of hours worked.
- Challenge discriminatory practice and less favourable treatment, wherever this is identified.
- Undertake positive action, wherever possible, to encourage greater participation of under-represented groups of people across the organisation.
- Promote an environment free from discrimination, victimisation or bullying in any way or form in relation to all employees and visitors to the organisation.
- Regard breaches of JDC's Equality and Diversity Policy as misconduct which may lead to disciplinary action.
- Keep under review all employment practices and procedures to ensure fairness.
- Keep under review all practices and procedures as set out by the Management Committee and as defined within the Staff Handbook, to ensure fairness and equality.

Finally

Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.

--- ends ---