



**London Campaign for Nuclear Disarmament**

## **GROUP DEVELOPMENT & SOCIAL MEDIA WORKER**

Want to help make the world safe for future generations? Like the idea of campaigning alongside others who're doing just that? Get satisfaction from working in a compassionate and committed environment? This might be just the job for you....

**London Region Campaign for Nuclear Disarmament** wants to employ a Group Development & Social Media staff member who will work for two days a week supporting our local groups, helping set up new ones in the Greater London area, and keeping our social media shipshape.

### **Person specification**

We're looking for someone who shares our commitment to ridding Britain of the Trident nuclear weapons system and the world of all nuclear and other weapons of mass and indiscriminate destruction.

You'll have some experience of campaigning and a bit of a track record of working collaboratively with others. You'll have social media skills, an ability to design publicity materials, and admin experience that includes using word processing and spread sheet software.

You're someone who's capable of setting your own day-to-day agenda, determined in accordance with London CND priorities and agreed with your line manager. You'll be willing to work flexibly, helping out with other areas of our work from time to time, and occasionally operating out of hours.

### **Specific responsibilities**

Your responsibilities will include:

- Keeping local groups up to date about London CND activities and vice versa, and making sure the details are available on our digital media platforms.
- Facilitating group activities by helping arrange speakers, advertise events, design publicity, etc
- Group related admin and digital and paper record keeping
- Assisting with finances and fund-raising
- Responding to queries from and about local groups
- Up-keep of London CND website, Facebook, Twitter, Eventbrite and Mailchimp accounts
- Providing a regular e-news service and managing subscriptions to our bi-monthly newsletter
- Helping organise London CND events, including our annual conference, and designing publicity
- Coordinating London CND volunteers
- Assisting the work of CND's Youth and Student team.

### **Work environment**

London CND's office is located in Islington, nearby underground and over-ground rail services and bus routes. You'll be sharing space with other CND workers and volunteers in a busy, friendly environment, and working under the direction of London CND's elected officers.

### **Employment terms and conditions**

The successful applicant will be employed for two days a week on the same terms, conditions and salary as CND UK staff. This is a permanent post, subject to a three month probationary period. You'll receive a pro rata salary of £34,147 per annum, which includes London weighting and is subject to annual review.

### **Application deadline**

We will acknowledge receipt of your application and let you know of your progress by email. Closing date for submitting your application is **5pm on Thursday 2 May 2019**. Interviews will take place between Tuesday 7 and Thursday 9 May.

### **More information**

Email [info@londoncnd.org](mailto:info@londoncnd.org) for a full job description. If you'd like to talk about the job to our current staff member before you apply, email Georgia at the above address and arrange an informal chat.

CND is committed to welcoming people from the widest possible diversity of backgrounds, cultures and experiences. Please contact us to discuss any accessibility requirements you may have.