



## **Office and Campaign Support**

**£22,400 pro rata (4 days a week)**

**Permanent role (6 month probationary period)**

**Based in Oxford – although we are working remotely currently, we hope to be back in the office soon!**

### **About We Own It**

We Own It is a campaigning organisation which aims to shift the debate on public ownership – we believe privatisation has failed. We campaign for public ownership of public services, from railways to water, from council services to the NHS, and have won a number of victories for people not profit.

You'll get to work at the heart of a dynamic campaigning organisation - there are just six of us in the team including you. You'll need to be happy to get stuck in, carry out a variety of basic tasks and be flexible about your role.

### **Your role**

We need a highly organised, reliable, friendly and energetic person to run the office and help out with campaigns. You'll be looking after supporters and donors, supporting the team and making sure our systems and processes all run smoothly and efficiently.

- Make sure our organisational systems, processes and policies are working well
- Manage the office, make sure everyone has the supplies and equipment they need
- Be a friendly, helpful first port of call for email and phone queries
- Look after our supporters and donors – whether they're taking campaign actions, supporting us financially, or both
- Manage the database and be responsible for our GDPR policy
- Provide finance support including paying bills, checking budgets, processing receipts, invoices and expenses
- Support the director with fundraising
- Help with scheduling meetings, running events and logistics
- Support campaigns with a range of tasks as needed
- Manage volunteers
- Support the director with HR
- Provide general support to keep the team working well together

## Person specification

### Essential

- Plenty of initiative and excellent organisational skills to get things done quickly and efficiently
- Confidence in using and improving office systems and processes including databases, spreadsheets and software
- A reliable, systematic approach and attention to detail
- Friendly, warm and professional manner
- Willingness to learn and interest in privatisation/public ownership - you'll need to get up to speed with our campaigns quickly so you can talk to supporters about them
- Excellent verbal and written communication skills
- Strong numeracy skills
- Flexibility – you'll need to be happy juggling a wide range of tasks
- Commitment to We Own It's goals, enthusiasm about our campaigns and passion for what we are trying to achieve

### Desirable

- Experience managing offices
- Experience of bookkeeping/accounting/finance
- Experience of designing and managing systems and processes
- Experience in an administrative role
- Experience of running or being involved in campaigns
- Advanced spreadsheet skills

### How to apply

Please apply by email to Cat at [cat@weownit.org.uk](mailto:cat@weownit.org.uk)

The application should include

- A covering letter explaining how you meet the criteria for the role
- Your CV
- The names and contact details of two referees
- Please also state where you saw the position advertised

We encourage applications from women; black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBT+ community; and people from working class backgrounds.

Closing date for applications: **Monday 5<sup>th</sup> October**

Interviews are expected to take place: **week of 12<sup>th</sup> October**