



Communications and Campaign Support

£28,000 pro rata (£18,666 for 3 days a week out of a 4.5 day week) (could be 4 days for the right candidate)

Permanent role, 6 month probationary period

Oxford/remote

About We Own It

We Own It is a not-for profit organisation which aims to shift the debate on privatisation. We are making the positive case for public ownership of a whole range of public services, from railways to water, from council services to the NHS. Since launching in 2013, we have won several campaigns against privatisation and developed a strong media profile, appearing on BBC Radio 4, Sky News and in the Mirror, the Telegraph and the Guardian.

You'll get to work at the heart of a dynamic campaigning organisation, help it grow, develop your skills and claim some of the credit as we increase our impact.

Your role

We're looking for an efficient, well organised, friendly person who is also an excellent communicator. You'll be supporting the team on both communications and campaign support/administration. You'll need to be happy to carry out a variety of basic tasks and be flexible about your role.

You will:

- Support campaigns with a range of tasks as needed
- Help with running events and logistics as needed
- Support the director and office manager with fundraising - process donations, keep the database up to date
- Support office manager with admin tasks and looking after supporters
- Support the Press and Comms lead with media work as needed
- Create excellent, inspiring copy in a range of formats including newsletters, blogs, graphics, videos, social media content
- Research developments and help keep the website updated

Person specification

Essential

- Excellent written and verbal communication skills
- High attention to detail
- Strategic thinker
- Excellent organisational and time management skills
- Emotionally intelligent, persuasive networker and team player
- Ready to learn and get stuck in, happy to manage a range of tasks from admin to strategy
- Self-motivated with plenty of initiative
- Creativity (especially on a tight budget)
- Confidence in using IT systems and office software: word processor, email, web browser, managing files and folders, databases, spreadsheets
- Interest in the political landscape, interest in public services
- Passionate and enthusiastic about our campaigns and our mission

Desirable

It would be great if you have experience – paid or voluntary - of any of the following:

- Experience in an administrative role
- Experience of running or being involved in campaigns
- Experience of social media
- Press experience, managing the media proactively and reactively
- Experience of project management under pressure
- Skills in photo editing/design/video making
- Formal education or qualification in one of our areas of work

How to apply

Please apply by email to Cat at cat@weownit.org.uk. The application should include:

- A covering letter explaining why you're interested in the role and how you meet the person specification, giving examples where possible (and saying where you saw the role advertised)
- Your CV
- A piece of writing you're proud of
- The names and contact details of two referees

We encourage applications from women; Black, Asian and minority ethnic people; people who have a disability; people from the LGBT+ community; people from working class backgrounds.

Closing date for applications is: Sunday 23rd April

Interviews will take place in Oxford on: Tuesday 9th May, with a second stage to hiring likely.