

Job Description And Person Specification For Membership/1%er Campaign Officer

Who is SEAD?

Scottish Education and Action for Development (SEAD) works with the belief that positive social change comes from dynamic communities who feel engaged with the issues facing them. We focus on education to catalyse progress on issues such as climate change.

SEAD is a membership organisation and for almost 30 years has been a pioneer in the participatory education sector, using innovative techniques geared towards genuine progress, through:

- Participatory learning for action to tackle social and environmental injustices from the grassroots upwards, based on a Popular Education approach, a "*means by which men and women deal critically and creatively with reality and discover how to participate in the transformation of their world*". (Paolo Freire)
- Building solidarity for progressive social change through genuine working relations between communities in Scotland and the Majority World

The 1 %er Campaign

In 1980 SEAD's 1% Self-Tax for Development Campaign was launched in response to the new Conservative Government's £300 million cut in overseas aid and development education grants. The 1% campaign made direct links between development issues in Scotland and overseas and through the years has funded a variety of projects, including women's groups in Scotland and Chile, anti-arms trade initiatives, and work in Nicaragua's Atlantic Coast region, to name but a few. Many of the original 1% campaigners continue to support SEAD today. In 2012 we are re launching this campaign to fit with the current political and societal challenges and promoting the issue of fairness locally, nationally and globally.

Contract Description

Title: Membership/ 1% er Campaign officer

Main purpose: to manage SEADs membership system and promote the 1% er campaign as instructed by the SEAD board of directors

Responsible to: The SEAD Board

Specific Roles:

- To increase current level of membership
- To manage and update SEADs membership systems and data base
- To coordinate and promote SEADs 1% campaign with the SEAD board
- To organise membership events as requested
- To be the main contact for SEAD members and the general public for enquiries during contract

Other

- Some administration duties as requested by the SEAD board
- Undertaking any other duties within your capabilities that contribute to the objectives of SEAD.

Person Specification

Essential criteria

- Good level of personal, written and verbal presentation skills
- A commitment to creating positive social change
- Ability to work with database software
- Experience of working on campaigns
- Experience of assisting with funding applications
- A strong commitment to social, human and environmental justice issues
- Capable of being self-motivated, and of working in a team.
- Good Research skills
- Well networked
- Data input

Desirable criteria

- Knowledge of networks of NGO's and community groups in Scotland and the rest of the UK
- Knowledge of current policies on affecting social, human and environmental issues within and local, national and international context
- Computer literacy, on Macs preferred
- Experience of membership systems
- Knowledge of the software packages, particularly Filemaker pro
- Marketing
- Events organising

Main conditions of contract

Monthly payment:	£705.25
Contract:	Fixed term 9 month.
Hours:	17.5 hours per week.
Notice:	Two months notice is required from officer and given by SEAD
Location:	The contract holder will be based at the SEAD office in Edinburgh.
Start Date:	We would expect the post to start in November 2011
Closing date:	17 October 2011
Interviews:	Will be held around the week beginning October 24th

How to apply: Please send us a CV and a letter of introduction. We would also like you to include a statement of no more than 2 sides of A4 **on 'How you would increase SEAD's ordinary, 1%ers and organisational membership numbers'**. Please explain the range of techniques you would use over a 9 month period.

Application forms should be returned to

Jeni Mackay, SEAD, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY or info@sead.org.uk