

# Amnesty International UK



<b>JOB TITLE</b>	Campaigns Assistant
<b>TEAM</b>	Nations and Regions
<b>DEPARTMENT</b>	Chief Executive's Office
<b>REPORTS TO</b>	Northern Ireland Campaigns Manager
<b>RESPONSIBLE FOR</b>	Volunteers
<b>SCALE</b>	Grade 3
<b>HOURS PER WEEK</b>	17.5

## OVERALL PURPOSE OF THE JOB

The Campaigns Assistant works with the Northern Ireland Campaigns Manager to establish, maintain and develop administrative systems supporting the #ItsTime abortion campaign. In doing so their primary role is to provide coordination and support to the Campaigns Manager delivering core work and strategic objectives enabling them to fulfil their role effectively.

## MAIN TASKS:

1. Develop, implement and operate administrative and budgetary systems (electronic and paper-based) to support the effective operation of the campaign.
2. Keep accurate and up to date records to support administrative work on behalf of the campaign manager, ensuring these are readily accessible. For example, funding reports, litigation papers, planning documents, project group documents, evaluations etc.
3. Liaise with other teams including Advocacy, Media, IT and Facilities, Fundraising, and to develop effective cross-team/department systems.
4. Utilise political monitoring systems and provide administrative and organisational support for major projects and events undertaken by the Campaigns Manager.
5. Manage meetings arrangements including room bookings, a/v and IT set up, agenda collation and circulation and minute taking as required. Arrange and co-ordinate any travel requirements.
6. Acting as a point of contact for general enquiries for external organisations, including government departments, MPs' and MLAs' offices.
7. Liaise with government departments, MPs' and MLAs' offices, in supporting the delivery of the campaign.
8. Working with the processes and procedures of parliament and government, and NI Assembly and Executive, to identify opportunities to amplify and promote human rights.

9. To assist the Campaigns Manager in the drafting and dissemination of correspondence and collate briefing documents.
10. To provide administrative and organisational support for major projects and events.
11. To support campaign communications through dissemination of press releases and other media and social media contact, as directed.
12. To support campaign communications through assistance in delivering advertising, promotion and public events.
13. To ensure that office volunteers and/or activists and members contribute effectively to the work of AIUK, by establishing and maintaining appropriate working relationships.
14. Manage the health and safety of any volunteers for which they may be responsible, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision
15. To liaise with partner organisations on event management, meeting information and political intelligence.
16. To deliver all aspects of this job description in accordance with AIUK's Equality and Diversity Policy.
17. To undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.
18. To take responsibility for their own health, safety and welfare, comply with AIUK H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
19. To work with the Campaigns Manager to achieve AIUK's Operational Plan and strategic objectives.

May 2019

**PERSON SPECIFICATION**  
**Advocacy and Programmes Administrative Assistant**

**ESSENTIAL CRITERIA**

<b>Experience</b>	Experience of developing and maintaining administrative systems, on paper and IT
	Demonstrable experience of administrative work in a busy office environment
	Experience of organising meetings; minuting and diary management
<b>Skills</b>	Ability to prioritise own work and manage conflicting deadlines
	Ability to communicate effectively at all levels of the organisation and externally, orally and in writing
	Flexibility, ability to move between tasks
	Accuracy and attention to detail
	Ability to work unsupervised and use initiative
	IT literate
<b>General</b>	Ability to work as part of a team
	Understanding of and sympathy with the aims and objectives of Amnesty International
	Commitment to Equal Opportunities
<b>DESIRABLE CRITERIA</b>	
<b>Knowledge/ Experience</b>	Knowledge or experience of NI and UK political environments and their processes and procedures.