

Job Description

Job Title: Project Support Officer

Contract: Temporary until one month after the date of the General Election – 7 June 2015 (with a possibility of extension)

Hours: Part-time (7 hours/week)

Salary: (£4,032 per annum)

Location: Flexible; Home/London/Liverpool

Responsible to: CTUF Steering Committee

Role

The Project Support Officer will be working under the guidance of the CTUF Steering Committee. The main responsibility will be to organise a series of regional events in the busy pre-election period. An ability to communicate confidently with a wide range of people is important. CTUF are looking for an organised individual with a strong political sense and a keen interest in trade union freedom.

Main Responsibilities:

In your role as Project Support Officer you will:

- Assist with organisation and on-the-day logistics of events across the UK.
- Work with the team to develop links with local union officials, academics, campaigners and candidates to build audiences for CTUF events.
- Assist in promoting publications and events using electronic and social media.

This may involve:

- Working within agreed budgets and timescales to assist in identifying and booking venues, catering, facilities and technical equipment for events.
- Liaising with, and briefing speakers ahead of events.
- Assisting with event-day logistics to ensure the smooth running of events.
- Assist in ensuring events are delivered in accordance with the principles of equality, diversity and accessibility.
- Maintaining contact databases for local union officials, academics, campaigners and candidates across the UK.

You will also support other work of CTUF as and when required:

- Maintain an awareness of other organisations and their policy initiatives, including the Labour Party, trade unions, think tanks and other relevant organisations.
- Assist in growing and developing links with unions and other organisations
- Participate in team meetings and other meetings as required

- Represent CTUF at external events in a professional manner