

# Project Support Officer

**Role:** Project Support Officer

**Hours:** Part-time (7 hours/week) temporary contract until one month after the date of the General Election – 7 June 2015 (with a possibility of extension)

**Salary:** (£4,032 per annum)

**Location:** Flexible; Home/London/Liverpool

## Job Description

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

- Organisation of regional events across the UK
- Promote events using electronic and social media
- Communicate confidently with a wide range of people

## Person Specification

This role would suit someone who is familiar with using social media to build interest on events. We are looking for an individual with a keen interest in politics, trade union freedom, UK public and International policy and the labour movement who can demonstrate a commitment to the values of CTUF. The ideal candidate will be someone who is prepared to travel, be able to work well under pressure, prioritise a busy workload and deliver projects to tight deadlines.

**Closing date:** 5pm Friday, 23<sup>rd</sup> January 2015

**Interviews:** Friday, 30<sup>th</sup> January 2015

## How to apply

CTUF promotes equal opportunities and we welcome applications from all suitably qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

For further details and an application form please click on the links below. Please return completed application forms to [info@tradeunionfreedom.co.uk](mailto:info@tradeunionfreedom.co.uk) or alternatively to CTUF, 1 Islington, Liverpool, L3 8EG, to be received by 5pm on Friday, 23<sup>rd</sup> January 2015

- [Application information pack - Job Description and Person Specification](#)
- [Application form](#)
- [Equal opportunities monitoring form](#)

If you have any queries regarding this position that you would like to discuss call (number to be agreed) or email [info@tradeunionfreedom.co.uk](mailto:info@tradeunionfreedom.co.uk)