



## Corporate Justice Coalition: Campaigns Officer 0.8 FTE

### Overview and Summary

We are seeking to appoint a part-time Campaign Officer (0.8 FTE) on a 12-month contract – a crucial role for our more than 60-strong coalition during a vital period for our work.

We're in the middle of a steadily building campaign that spans political advocacy, public communications and engagement with businesses, targeted towards ensuring the introduction of what our coalition calls a UK 'Business, Human Rights and Environment Act'. This role will play a central role in shaping and driving forward the campaign, working alongside our civil society group partners to do so.

We are a broad coalition, including NGOs, trade unions and law firms, and spanning a range of political and thematic priorities, spanning workers' rights and modern slavery, to climate and the environment, global justice and the rights of women and girls, children and indigenous peoples. But what brings us together is a shared commitment to improving corporate accountability for human rights abuses and environmental destruction: in line with this, collaborative work for change alongside our partners is at the heart of all we do.

While it's fundamental that you have a minimum of two years' experience of working in campaigns/the not-for-profit sector, and we want you to be a skilled writer, we're keen to hear from candidates with different skill sets. If you'd like to have a chat about the role ahead of applying, please do feel free to get in touch with.

*Please note, applicants must hold the right to work in the UK to be considered for this role.*

*CJC is an equal opportunities employer committed to refining anti-oppressive practises in its work. We particularly welcome applications from black and minority ethnic candidates, who are under-represented in the business and human rights sector.*

### What we're looking for

First and foremost, we're looking for someone who is highly motivated and has a real commitment to campaign for change on corporate accountability for human rights abuses. You'll be enthusiastic and full of ideas, able to juggle multiple deadlines and tasks, while being ready to show initiative and take ownership of your area of work.

You don't need to be a policy expert on our issues, but you'll need to have the ability to rapidly gain an understanding of what we work on and why. And you'll need to be a confident and skilled writer who's equally happy writing tweets, drafting scripts for social media videos and writing press releases and comment/analysis for media outlets.

Facilitating joint work alongside our coalition partners is fundamental to everything we do, so we're looking for someone who already has experience of working in the not-for-profit sector - whether in the UK charity sector or elsewhere - and who will be at ease regularly communicating with other organisations and facilitating meetings which can have multiple organisations in attendance.

Our work spans engagement with politicians, the public, journalists, academics, lawyers and businesses. So you'll need to be adaptable and able to work with such a wide variety of stakeholders.

You will be the main point of contact for our partner organisations working on this campaign, so it's crucial that you're comfortable with and enjoy collaborative work with others. We need someone who

recognises and understands the value of civil society groups working together effectively and relishes the opportunity of being a key enabler of such coalition work.

This is a crucial, very busy, outward-facing role in a small organisation seeking to make big changes. The role offers a huge opportunity to play a key role in a growing campaign with the potential to secure a meaningful change in UK legislation.

### *Essential*

- Two years' experience of working in campaigns/the not-for-profit sector - or equivalent transferable experience.
- Experience of working on a campaign that includes public-facing work.
- Strong motivation and commitment to working on corporate accountability.
- Good understanding of campaign strategy.
- Demonstrable ability to write for a wide variety of audiences across different platforms, using different styles.
- Strong organisational skills with ability to handle multiple tasks with different deadlines.
- Demonstrable ability to rapidly gain an understanding of policy issues.
- Collaborative approach to work, strong interpersonal skills.

### *Desirable*

- Experience of facilitating meetings.
- Experience of working on not-for-profit sector campaigns.
- Knowledge of corporate accountability/business and human rights issues.
- Experience of campaigning towards/engaging Parliament/Government.
- Experience of developing a campaign strategy/understanding of 'theory of change' approach to campaign strategy.
- Experience of writing for recognised publications.
- Experience of writing press releases and working with journalists on campaigning issues.

## **Role Description**

### **Coalition campaign work**

- Implement CJC's campaign strategy, when necessary co-developing it to align with a shifting political and media environment.
- Coordinate, facilitate and participate in CJC's campaigning alongside partner organisations, including arranging and facilitating and/or minuting coalition campaign calls; developing and leading coalition campaign activities; facilitating engagement in the campaign from coalition partners.
- Build relationships with new and existing coalition partners, ensuring that where possible our campaign work highlights connections and consensus across the coalition as well as alignment with partner priorities.
- Lead on organising and executing our campaign strategy meetings.
- Keep campaign partner organisations and our wider network updated about our work and relevant national and international developments, e.g., through joint oversight of our various email listservs.
- Develop and implement approaches for advancing our campaign's visibility and growing its public support in cooperation with staff from our partner organisations.
- Partake and assist in advocacy work as and when necessary.

### **Communications**

- Write and sell-in press releases and comment articles to news outlets, maintain relationships with journalists.
- Co-manage the CJC website, including sourcing and generating content.
- Co-manage CJC's social media presence.
- Respond to enquiries about CJC's work and share information with partner organisations.
- Represent CJC at public events and on panels, as and when necessary.

### **Policy and advocacy**

- Research, write, draft and edit materials, including responses to Government consultations and parliamentary inquiries, policy briefing papers, research reports and advocacy letters.
- Represent CJC in advocacy meetings with government, civil servants, parliamentarians and other policy-makers.
- Represent CJC at external meetings, events and policy forums, including public forums.
- Maintain an awareness of developments in corporate accountability for human rights and the environment in the UK and overseas.

### **General**

- Assist the Executive Director with other tasks as required. This will include some administrative and logistical responsibilities, as needed in a small organisation.