

Red Pepper magazine needs a temporary Political Organiser

£25,000 per annum, two days a week (flexibility with days), based in our London office, for a minimum period of 6 months with the possibility of extension to 9 months.

Red Pepper is a leading independent magazine of left politics and culture. Inspired by socialism, feminism and green politics, the magazine is written by and for people organising for a better world.

We are a non-profit print and web publication which seeks to be a resource for all movements working towards a world based on equality, meaningful democracy and freedom. We provide a unique resource in strengthening the connections and common spaces for debate for all those who share a commitment to social change, both throughout Britain and internationally.

2014 marks the 20th anniversary of Red Pepper magazine, and it is an exciting time to get involved with us. We are looking for an enthusiastic and organised person to join our team of staff and volunteers.

Role description

The role of Political Organiser has become vacant on a temporary basis while our current Political Organiser takes maternity leave from the end of February 2015. The role has existed for two years - the first year was supported by a crowd funding campaign and grant funding has supported the role since then. The role was created as part of an ambitious business plan to expand Red Pepper's reach and political impact, while simultaneously boosting the project's sustainable income streams by attracting more subscribers and regular donors.

The Political Organiser is very much the public face of Red Pepper, and is responsible for developing and maintaining Red Pepper's relationship with our key strategic constituencies, including trade unions, students groups, community activists and organisations. The Political Organiser works with the editors to ensure that the magazine and website reflects the interests and concerns of our readers and supporters. We are looking for someone that can act as a key ambassador for Red Pepper, build alliances with our target constituencies and think strategically about raising the profile of Red Pepper. The role includes attending events, forging links with external organisations, seeking out opportunities to promote Red Pepper in creative ways, and translating these political alliances into financial support for Red Pepper.

Description of regular tasks

- Lead on maintaining a profile at external events, including recruiting readers and volunteers around the country, distributing and promoting magazines, running stalls, and signing up new subscribers
- Work with the Red Pepper Coordinator to organise Red Pepper public events, readers meetings, book launches and competitions

- Coordinate the development of publicity materials for events and special offers, including writing copy and liaising with our designer and printers
- Creatively respond to, and seek out opportunities to promote subscriptions and 'Friends of Red Pepper' both internally and externally
- Maintain and build our 'Trade Union Friends of Red Pepper' network
- Work with the Coordinator with developing and promoting fundraising campaigns
- Recruit and manage volunteers for a variety of administrative, promotional and fund-raising tasks
- Build and maintain our Facebook and Twitter presence
- Promote our latest offers across all channels (print, social media, email etc)
- Respond to media enquiries and requests
- Seek out and follow up opportunities for collaboration both with individuals and with organisations where possible

Other possible tasks:

- Support grant funding bids or reports
- Edit and publish website content
- Help to run a media training programme

Person specification

You will have:

- a passion for progressive politics and journalism, and commitment to the politics and principles which inform the work of Red Pepper
- a demonstrable track record in developing, facilitating and maintaining close working relationships with individuals from a diverse range of organisational and political backgrounds
- the ability to show initiative, clinch deals and take tasks to completion
- a professional, persuasive and credible manner with policy makers in political and trade union organisations
- good organisational skills – including the ability to manage your own workload efficiently
- a proven ability to lead and motivate volunteers
- good written and oral communication skills, and good attention to detail in the production of printed materials
- the ability to work as part of a team, in a collegiate and accountable way

- the ability to work well under pressure, with a conscientious, reliable and professional attitude to work
- good general IT skills and a familiarity with social media
- a willingness to work evenings and weekends when required

It will be an advantage if you have experience of:

- public speaking
- promoting progressive media publications and websites
- organising events
- digital marketing
- grant fundraising
- managing donor relations
- crowdfunding
- using content management systems

Reporting and reviewing your work

You will report to, and participate in, our fortnightly management committee which oversees the implementation of strategic decisions and reacts to ongoing developments. The management committee is made up of the staff plus selected board members and editors.

In the initial stages of the post, representatives of the management committee will be available for line-management discussions on a more frequent basis.

Reviews of work will be carried out in conjunction with the management committee and via one-to-one line-management meetings. This is an opportunity for the chosen candidate to assess their work and see how to develop their skills, to agree targets and objectives and to structure an ongoing plan of work.

Pay and conditions

The gross salary for the role is £25,000 per year (£10,000 pro rata). Normally this will involve working two week days but time off in lieu may be arranged for weekend or evening working (eg. for meetings or events).

Paid annual leave is 25 days per year, (equivalent of 5 days for the first 6 months of this role) plus bank holidays.

Applications

To apply, please complete and return the application form (a CV is not an acceptable alternative) by 6pm Monday 12 January. We would be grateful if you could also return the Equal Opportunities monitoring form, although you are under no obligation to do so.

Please send your application as an attachment in an email to Jennifer Nelson at Jenny@redpepper.org.uk with 'Political Organiser (Maternity)' in the subject line.

The timetable for this recruitment is as follows:

Deadline for applications: 6pm Monday 12 January 2014

Interviews: week commencing 19 January 2014

Starting date: Ideally Monday 23 February 2015, subject to negotiation

If you are short-listed for an interview, you will be notified by email or telephone. There will likely be a task to prepare for the interview.