



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Activista Group Coordinator	Location	London
Contract type	Part-time, fixed term	Contract length	To 31 December 2011
Starting salary	B3, P1 £24,706 per annum	Date	8 June 2011

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

ActionAid UK's youth arm – *Bollocks to Poverty* – has been reaching out to young people in the UK since 2002, giving them the opportunity to take action against global poverty and helping them realise their power and influence. *Bollocks to Poverty* is all about doing what you love. Whether it's through music, art, activism or shopping, there are loads of ways to say bollocks to poverty. ActionAid now has thousands of young supporters who take action online, organise fundraising gigs, do sponsored skydives, run marathons, run campaigns, volunteer at festivals and more.

ActionAid UK's youth arm is a member of ActionAid International's global youth network - *Activista*. Since launching in 2007, *Activista* has developed and trained young volunteers and coordinated youth activism in 25 countries around the world. The overarching aim of the network is to empower and enable young people to actively participate in decision making processes in order to create positive social change, and to provide a platform for young people around the world to unite, share ideas and act in solidarity.

In February 2010 we launched a pilot project to develop student supporter groups in universities, campaigning as part of the *Activista* international youth network. The project was successful and there are now 8 *Activista* groups in universities across the UK.

http://www.actionaid.org.uk/102299/become_a_global_youth_activist.html

ActionAid UK is developing a new 5 year strategy for the organisation this year. So the current focus is not to expand the number of UK *Activista* groups significantly, but to maintain and strengthen the capacity of existing groups. Once the new ActionAid UK strategy is finalised, the *Activista* network will be reviewed and an implementation plan put in place to deliver any changes made to the project in light of the new strategy.

Main purpose of the role

The post is part of the Schools and Youth Engagement team responsible for building a constituency of support for international development with young people from the age of 4 to 26.

The main responsibility of the *Activista* Group Coordinator is to train, support and coordinate the UK *Activista* network. To strengthen the capacity of the groups, enabling them to campaign against global poverty and build solidarity with other *Activistas* around the world.

Management

Staff managed¹	n/a
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Reports to²	Youth Engagement Manager
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Main Duties

Duty	% Time ³
1 Provide support: Support the <i>Activista</i> groups with regular phone	20%

¹ Please note ActionAid reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note ActionAid reserves the right to change the line of management according to the needs of the organisation.

³ Please note these percentages are an indication only of the weighting of the duties.

	and email communications, ensuring they have all the information they need to carry out their campaign activities. Assisting with group meetings and events, where necessary.	
2	Coordination and planning: Coordinate group activities and ensure they are in line with ActionAid campaign plans. Work with the Youth Engagement Manager and Youth Engagement Officer to develop the UK Activista work plan and to review the Activista project in light of the new strategy. Provide updates to the International Activista Coordination team and attend monthly teleconferences where necessary.	10%
3	Training: Plan and deliver campaigning planning training for Activista groups. Accompany Activistas to regional or international events and training. Input and/or assist the International Coordination team with the European regional training where necessary.	40%
4	External communications: Help produce campaign materials for the groups. Work with the Digital Producer on Activista recruitment web pages and updates. Manage Activista bloggers; ensure photo/video/written content is captured at Activista events. Update international communications e.g. myactivista.org.	10%
5	Monitoring and evaluation: Monitor individual group progress and report regularly to the rest of the Youth Engagement team on the network's activities, achievements or problems. Provide monthly update reports and a full evaluation report at the end of the year.	15%
6	Other Schools and Youth work: Occasionally assisting with other areas of Schools and Youth work as required.	5%
Person Specification		
Knowledge, skills and experience: KEY REQUIREMENTS		
	Requirement	
1	Proficient in word-processing, email, spreadsheet and using databases.	
2	Good organisational skills.	
3	Excellent communication skills (both oral & written).	
4	Good interpersonal and team working skills.	
5	A commitment to ActionAid UK's vision, mission and values.	
6	Experience of supporting an activist group, student union society or charity group.	
7	Experience of creating and delivering campaign training.	
8	Experience of managing/supporting young people.	
9	Knowledge of the university environment	
10	An interest in youth culture.	

11	Ability to understand and engage with policy findings in order to define campaigns and communication messages for targeted audience.	
Competencies		
	Requirement	
1	Action: Prepared to work flexible hours, including short periods of full time work, weekend working and overseas travel where necessary. Self motivated and resourceful with a can-do attitude to overcoming obstacles.	
2	Collaboration: The ability to work co-operatively and flexibly with others, both within and outside the organisation.	
3	Leadership : The capacity to inspire Activista groups, be approachable and support a diverse and inclusive culture.	
4	Innovation: Being open to adopting successful working practices from a variety of sources. Questioning and reviewing how things could be done better.	
Knowledge, skills and experience: DESIRABLE		
	Project management experience.	
	A good eye for innovative design.	
	Experience of working in the development sector.	

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.