



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. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Campaign Manager (Tax justice)
Contract type	Fixed term contract – 3 months
Grade/starting salary	6A/£42,391 -£45,383p/a
Reporting to	Director of Policy & Campaigns
Direct reports	Yes

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 is one of the leading voices on tax justice in the development sector, running successful public campaigning since 2008. Much has been achieved especially over the last 10 months with the tax dodging expose on SABMiller and the tax and corporate responsibility briefing paper we recently published.

Now is a crucial time for this area of work. This agenda is gaining momentum both within the UK and internationally. We need additional capacity for a short period to manage the campaign strategy for November's G20 summit, and prepare all the elements of the strategy for the first half of 2012.

In the last quarter of the year, we are preparing two reports which would further the agenda of throwing light onto the tax practices of transnational companies. Other activities for the quarter include developing joint plans with the UK Youth Team and other AAI country programmes as well as further revising the campaign strategy and plans for the first half of 2012. All these will require adept and intelligent management in the interim, as the department prepares for a restructuring and in light of a upcoming vacancy.

Purpose of the Role

The Campaign Manager is responsible for managing and directing the tax justice campaign, supporting the campaign team in the delivery of their objectives and activities, risk identification and management and forward planning of the campaign.

You will contribute to ActionAid UK's work by:

- Guide and direct the tax justice campaign team

- Lead the planning of the different elements of the campaign for the last quarter of 2011 and the first 6 months of 2012, including jointly developing with the Youth team the youth 'plank' of the campaign
- Establish links with other organisations and representing the campaign to various audiences
- Actively identifying and managing risks associated with the different elements of the campaign
- Ensure appropriate levels of joint planning and coordination with the Media Team, Public Affairs Team, Multi-Media Production Unit, and the AAI NDS Project group
- Ensure monitoring of the campaign and leading the internal evaluation of the last quarter phase of the campaign

Key tasks and responsibilities

- Lead campaign planning and coordinate different inputs to plans and their delivery from different teams
- Research management, content editing of research reports and supporter communication materials
- Staff Management
- Risk management and problem solving
- Advocacy and networking
- Contribute to the work of Policy & Campaigns Department, attend all staff meetings and briefings

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Good understanding of the issues of tax justice and actors	
At least 3 years' proven experience in the leadership of successful advocacy and/or campaign teams, and the management of staff performance	
Substantial experience in the development and implementation of advocacy and campaign strategies and their project management.	
Proven political judgement and experience of influencing the UK government and corporations	
An understanding of women's rights issues, gender analysis or feminist economics.	
Experience of working with the media, including liaison with journalists and undertaking interviews, of media-based advocacy	
Experience of networking and contact building in Whitehall, Westminster, NGO development community in the UK and internationally	
Excellent communication skills and experience of producing materials for a mass market	

audience	
Skills and Abilities	
The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships.	
The capacity to inspire others to give their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as whole.	
The ability to negotiate, influence and communicate points clearly, both orally and in writing, and to adapt to a wide range of audiences ensuring a coherence of message.	
The ability to think ahead and develop strategies which are aligned to the wider national and international organisational context. Effective allocation of resources	
The ability to originate, introduce and be open to new practices, concepts, ideas and change. To look to continuously improve and advance the organisational influence.	
Accepting ownership and accountability within an international organisation. Initiative and enthusiasm in responding quickly to changing priorities and meeting challenging deadlines.	