



Campaigns & Communications Assistant

Hours: Full-time, 35 hours per week (equating to an 8 hour day with 1 hour lunch break)

Location: Remote in the UK, with option to work in the London-based office. Occasional travel may be required for events and/or training.

Salary: £24,000 per year

Annual leave: 23 days per year, plus bank holidays and organisation closure during Christmas and New Year period.

Start date: As soon as possible after appointment.

Closing date for applications: Midday (12pm) on the 25th September

Please email office@makepolluterspay.co.uk with the email subject 'Application <Your Name>' by midday (12pm) on Monday 25th September. Shortlisted candidates will be offered interviews in the week commencing 2nd October.

In your application, please include:

- Your CV (no more than two pages)
- A one-page cover letter that addresses the points outlined in the Key Responsibilities and Person Specification demonstrating your experience and ability

Unfortunately we are unable to accept applications from people who do not have the right to work in the UK. The role is initially for 6 months, subject to a 3-month probation period, with the intention to extend.

About Stamp Out Poverty

Stamp Out Poverty is a UK-based organisation that campaigns for powerful, practical ideas, particularly in the field of climate change, including to make Big Oil pay for the climate devastation it has caused.

Stamp Out Poverty co-ordinates a number of campaigns, primarily the Make Polluters Pay campaign, and is the UK partner of the Fossil Fuel Non-Proliferation Treaty campaign. Stamp Out Poverty works with organisations in the UK and across the world to achieve its campaign aims.

We are a small, collaborative team, who are ambitious and passionate about our campaigns.

Job Purpose

Reporting to the Campaigns & Communications Manager, the Campaigns & Communications Assistant will contribute substantially to raising the profile of the Make Polluters Pay campaign through developing content for social media, delivering on the communication strand of the campaign strategy, engaging with supporters online, and supporting with other relevant areas of campaign delivery.

Additionally, the post-holder will support the communications output of campaigns including the Fossil Fuel Non-Proliferation Treaty, and other campaigns under the Stamp Out Poverty umbrella.

This post is suited for a recent graduate with a passion for climate action and social justice. You do not need to have a strong grasp of climate policy to apply.

Key Responsibilities

- Working across multiple digital platforms to drive successful campaigns
- Developing educational and engaging digital content for social media channels including, but not limited to, Instagram, TikTok, Twitter/X, Facebook and Threads
- Developing educational and engaging content for websites related to active campaigns
- Communicate to supporters using a variety of digital tools including social media and mailing list
- Communicating to a variety of audiences on complex issues, with willingness to learn how to develop campaigning frames and narrative.
- Build relationships with media outlets in order to grow the profile of campaigns
- Management of own workload without close supervision, including making decisions and solving problems on routine and complex tasks
- Project management, including forward planning, delivery and contributing to the strategic direction of our campaigning
- Build, develop, maintain and coordinate effective relationships with our coalition partners and allies.
- Develop and deliver online actions with UK, European and international partners.
- Develop and deliver offline actions, such as stunts, in order to maximize impact on the media/public in respect of achieving agreed campaign objectives
- Prepare digital and offline materials and adapt materials as required to communicate with and motivate supporters and activists.
- Support the scheduling and hosting of working groups relating to the campaign
- Undertaking all reasonable tasks consistent with the delivery of Stamp Out Poverty campaigns as directed by your line manager or the Director

Person specification

Essential

- Demonstrable passion for and commitment to achieving social and climate justice
- Creatively minded, with ideas on how to develop engaging and educational content for social media
- Excellent written and verbal communication skills
- Excellent organisational skills
- Ability to prioritise effectively, manage a busy workload and undertake work independently
- Competent user of GSuite, including Gmail and GDocs
- Experience of managing social media accounts including, but not limited to, Instagram, TikTok, Twitter/X, Facebook and Threads
- Experience of working collaboratively within a team to achieve desired outcomes

Desirable

- Experience in creating content for social media campaigns or initiatives
- Experience managing and maintaining social media channels
- Experience in campaigning and developing campaign strategies
- Experience in graphic design, or use of graphic design tools such as Canva
- Experience in video editing