



Role Profile

Post	Campaign Volunteer
Tenure	3 month placement, Jan – end March 2016 (with option to extend)
Salary	Unsalariated post
Reports to	Campaigns and Communications Manager (Job share) Campaign to End Loneliness
Post based	3 Rufus Street, London, N1 6PB

Context

The Campaign to End Loneliness is a network of organisations working together to reduce loneliness in older age through:

- **Influencing:** Influencing commissioners and policy makers to tackle loneliness.
- **Building and sharing evidence:** Building the evidence base for tackling loneliness and putting the evidence in the hands of those who can act on it.
- **Developing a learning network:** Building a learning network of supporter organisations who want to tackle loneliness, to help them share evidence and good practice.

The Campaign was launched in February 2011 and is led a management group of 5 partners: Age UK Oxfordshire, Independent Age, Manchester City Council, Royal Voluntary Services and Sense.

As well as providing governance and strategic direction as a partner, Independent Age also handles all recruitment and employment matters for 'Campaign to End Loneliness' staff.

Volunteer purpose

To support the delivery of campaigns and communications for the Campaign to End Loneliness, working with and through partner organisations and the wider supporter network to ensure that the Campaign influences policy and practice.

This post is an unsalaried role, working one day a week (preferably Wednesdays). The post holder will have the opportunity to become familiar with the full Campaign remit, and will take on supporting and administrative tasks to support the team. A full induction will be provided to the successful candidate on commencement.

Key responsibilities

Campaigning

- Supporting the team to maintain networks with key stakeholders
- Providing on-hand assistance and administrative support for conferences, events and activities to deliver on the Campaign's aims

Communications

- Media and social media monitoring, recording and reporting duties
- Administration and minor liaison responsibilities
- Researching for and drafting internal documents, such as briefings and administrative reports

Person specification (E) Essential, (D) desirable

Campaigning and Communications

- Experience of researching information (D)
- Experience of understanding complex information and translating them into concise, accessible documents (D)
- Excellent copywriting and proof reading skills (D)
- Excellent analytical skills (E)
- Experience of communicating through social media (E)
- Experience of monitoring and recording social media analytics (D)
- Experience of maintaining administrative records, using Microsoft excel and Word (E)
- Ability to multi-task across projects (E)
- Excellent organizational and time management skills (E)

Sector Experience

- Demonstrable interest in the issue of loneliness in older age (E)
- Understanding of the processes and activities of local authorities (D)
- Understanding of older age sector (D)
- With advance notice, ability and willingness to travel around England and sometimes to work flexibly in terms of time of day and location and very occasionally to work internationally (E)

Personal Attributes

Indicates essential level required for role where 1=basic, 2= medium and 3= high

Communicating

- Working collaboratively 2
- Communication skills 2
- Adaptability 2

Intellect

- Intellectual capacity 2
- Analytical ability 2
- Conceptual thinking skills 1
- Innovation and creativity 1
- Numeracy and statistics skills 1

Impact

- Can do attitude/perseverance 3
- Results focus 2
- Judgment/decisiveness 1
- Diligence and resilience 3
- Customer focus 3

Terms and conditions of voluntary placement

Tenure: 3 month placement, Jan – end March 2016 (with option to extend)

Hours of work: 1 day per week (preferably Wednesdays)

The volunteer will be paid travel expenses and refreshment costs.

How to apply

To apply for this position you should submit the following:

- 1) A copy of your Curriculum Vitae covering complete work history
- 2) A supporting statement no more than 1 page of A4 in length, indicating clearly how your experience, skills and knowledge meet

- the criteria stated in the Role Profile and person specification.
Please also write your name on top of your supporting statement
- 3) A completed Equal Opportunities Monitoring Form

Closing date: Applications should be received no later than 12 noon on Monday 14 December 2015.

Interviews will be held on Thursday 17 and Friday 18 December

Applications should be submitted, preferably by email, to info@campaigntoendloneliness.org.uk or by post to the Campaign to End Loneliness, 3 Rufus Street, London, N1 6PE

Date: November 2015