**Campaigner**

**Job description**

**Reports to**
Head of Campaigns and Communications

**Purpose**
The primary focus of the Campaigner is to advance changes which help to achieve Population Matters’ vision of a future in which a stable human population co-exists in harmony with nature and prospers on a healthy planet.

**Accountable for**

- Implementation of campaign plans
- Administration of Empower to Plan project
- Organising events
- Local Group and supporter activism in support of Population Matters

**Key responsibilities**

**Overview**

- Participate in the development of Population Matters operational plans and lobbying and campaign strategies
- Implement plans and strategies, as agreed with the Head of Campaigns and Communications and, where relevant, the Director.
- Coordinate and generate activism in support of Population Matters goals
- Undertake research
- Produce content for online and offline materials
- Administer the Empower to Plan project
- General support for Population Matters campaigns, communications and advocacy.

**Campaigns**

- Contribute to the development of campaign strategies and operational plans.
- Implement plans under the direction of the Head of Campaigns and Communications, and in collaboration with Senior Campaigner where relevant.
- Develop campaign collateral, such as leaflets, web content and educational materials where appropriate.
- Organise, coordinate and attend Population Matters events
• Logistical and administrative support for campaigns, communications and research activities
• Monitoring and evaluation of campaign activities and plans.

Policy

• Undertake research and analysis, draft reports for internal and external use.
• Contribute to the development of national and international lobbying strategies.
• Contribute to the writing and production of lobbying and advocacy materials, including correspondence, briefings and reports.
• Monitor and evaluate advocacy plans and activities.

Activism

• Work with Campaigns and Communications team to translate Population Matters’ campaigns and policy into opportunities for online and offline activism by our supporters and the wider public (as appropriate)
• Manage relationships with Population Matters Local Groups and volunteers

Projects

• Undertake specific projects ad hoc

• Under the supervision of the Director, to administrate the Empower to Plan project, including:
  - Research and evaluate potential projects - including conducting due diligence - producing reports and recommendations for the Director
  - Respond to queries from third parties, including organisations seeking support
  - Act as contact point and key liaison for the projects being supported
  - Contribute to the production of communications content regarding E2P and its projects
  - Manage E2P website content
  - Monitor and evaluate performance of projects, during and after support period, including ensuring submission of appropriate documentation
  - Keep records
  - In collaboration with head of Supporter Services and Compliance, monitor funds raised and ensure appropriate and timely disbursement of funds
Other

- Monitoring and responding to public enquiries via phone and email
- Other reasonable duties as required in support of Population Matters’ activity and goals

Person specification

Essential:

- Experience (paid or voluntary) of campaigning, public affairs /international affairs and/or charity/NGO sector.
- Educated to degree level in relevant discipline (e.g. development, environment, international affairs, politics, communications).
- High standard of written English.
- Ability to take initiative and work with limited supervision.
- Strong organisational and administrative skills.
- Flexible and adaptable approach and the ability to work as part of a small team.
- Commitment to Population Matters’ vision, mission and values.

Desirable:

- Knowledge and/or experience of Sexual and Reproductive Health and Rights issues and/or projects.
- Experience of managing or participating in grassroots activism.
- Experience in project management.
- Knowledge of population, environment and/or development issues.