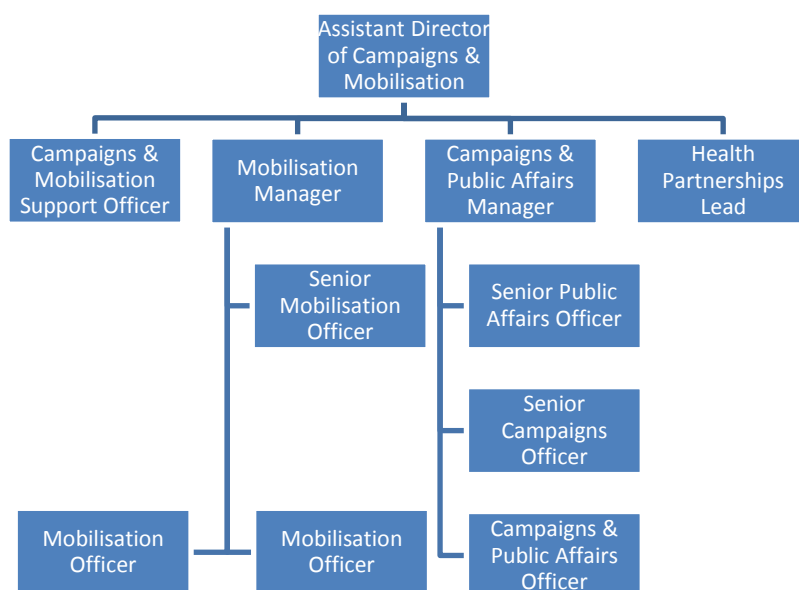


## Campaigns and Mobilisation Support Officer

DIRECTORATE:	Policy Campaigns and Improvement
SECTION:	Campaigns and Mobilisation
REPORTING TO:	Assistant Director of Campaigns & Mobilisation
CONTRACT:	Permanent Full Time



## WORKING RELATIONSHIPS:

### Inside Diabetes UK

Campaigns and mobilisation team, policy team, regional and national influencing teams, volunteer development team, data team, information governance team, strategic marketing team.

### Outside Diabetes UK

People living with and at risk of diabetes, external suppliers, health and social care providers and staff

## OVERALL PURPOSE OF THE JOB

Right across the UK we campaign to fight diabetes. We campaign alongside those with or at risk of diabetes. We fight for better care for the millions of people living with Type 1 and Type 2 diabetes and to prevent the rise of Type 2.

This post provides administrative support across the campaigns and mobilisation team, helping deliver a wide variety of work.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Provide proactive administrative and coordination support across the Campaign & Mobilisation team's projects and campaigns
- Be the first point of contact for general queries about campaigns and mobilisation from supporters
- Manage bookings and logistics for campaigns and mobilisation meetings, activities and events ensuring best value for money and an excellent supporter experience
- Book travel for the team and supporters where required
- Maintain finance systems and expenses processes
- Ensure our database of contacts and activity trackers are kept up to date and spot opportunities to improve our practices and processes
- Use our contact database to extract data and produce reports about campaigns and mobilisation activity
- Contribute to the development of campaign and mobilisation communications like articles for newsletters and content for the website
- Help facilitate and run campaigns and mobilisation training events and workshops
- Take responsibility for planning and delivering small projects for example, recruiting patient representatives to the National Diabetes Audit, writing briefings for supporters attending meetings and events etc
- Support the Assistant Director of Campaigns & Mobilisation as required.

## **PERSON SPECIFICATION:**

### **The best person for this job will be able to:**

- Use a variety of IT software including MS Word, PowerPoint and Excel
- Manage their time effectively and prioritise a busy workload
- Communicate well in writing with experience of writing for a range of audiences
- Produce accurate minutes and notes of meetings

### **The best person for this job will have experience in:**

- Providing administrative support to a busy team
- Organising meetings and events
- Working with volunteers, campaigners or service user representatives (desirable).

### **The best person for this job will be:**

- Passionate about campaigning about improving things for people living with and at risk of diabetes
- A great communicator with excellent interpersonal and customer service skills
- Confident to work on their own initiative as well as in collaboration with others
- Educated to A Level standard or equivalent
- Willing to occasionally work outside normal office hours and travel throughout the UK