

## POSITIVE MONEY, LEAD ORGANISER

### ABOUT POSITIVE MONEY

Positive Money is a fast-growing organisation that combines the activities of a think-tank, pressure group, and international movement. Our mission is to restore democratic control and transparency over the creation of money. Current monetary policy and the money system cause a wide range of economic, social and environmental problems; most notably house price bubbles, high levels of debt, and rising inequality. Our vision is a fair, democratic, and sustainable money system.

### ABOUT THE ROLE

Since 2010 Positive Money has been raising awareness about how the money system works and the detrimental impact it has on society - alongside campaigning for fundamental reform. Building a grassroots movement has always been a crucial part of our work.

We have an active network of over 30 local groups and activists across the UK - and sister organisations around the world. The Lead Organiser will work with the Positive Money team to implement the supporter strategy; to grow, diversify and strengthen Positive Money's supporter base, design opportunities for activism online and offline, integrate fundraising into the Positive Money network and raise the profile of the supporter network. The Lead Organiser will also support building our international movement for monetary reform.

### ABOUT YOU

You'll be an energetic organiser who is passionate about building a community around a campaign. You will be skilled at facilitating workshops and designing participatory events and you'll enjoy figuring out how to engage new audiences in economic issues. You will be naturally gifted at building relationships with a large number of people. Positive Money is a small team which works closely together, so you will also be someone who enjoys getting involved in different aspects of the organisation and juggling multiple projects.

## KEY RESPONSIBILITIES

- Implement and evaluate the 2016-17 supporter strategy
- Build the Positive Money community
- Design and deliver opportunities for activism online and offline
- Be the first point of enquiry for supporters seeking information, support or advice
- Initiate, plan, organise and manage national events
- Manage supporter donations, integrating fundraising into the supporter network
- Line-manage the Social Media Manager
- Equip local groups and individuals to campaign, fundraise and raise awareness of Positive Money at a local level
- Provide information to Positive Money staff and board about the activities of supporters and similar groups, and related online discussions and groups
- Plan, run and evaluate online campaigns including petitions and advocacy campaigns
- Write fortnightly newsletters and funding appeals
- Support the development of the international movement for monetary reform
- Contribute to organisation-wide decisions around deadlines, schedules, communications and prioritisation of tasks
- Identify needs within the Positive Money supporter network and develop training opportunities to respond to them
- Continue to develop online and offline resources to build capacity within the supporter network
- Contribute creatively to a dynamic and changing programme of work
- The role involves communicating with sensitivity and diplomacy – responding to, and taking account of the diverse opinions, interests, needs and requests of others

## PERSON SPECIFICATION

### ESSENTIAL EXPERIENCE AND SKILLS

- Inspiring, equipping and engaging supporters and/ or volunteers to take action
- Digital campaigning and supporter mobilisation
- Facilitating workshops and designing participatory events
- Experience of managing volunteers
- Experience of designing and delivering training
- Administrative experience and experience of managing a budget
- Good written and verbal communication skills in English

- The ability to absorb and process information quickly in order to develop knowledge, including in new/unfamiliar areas of work
- The ability to explain complex issues to a diverse range of people
- The ability to take the initiative, identify challenges and propose workable, engaging solutions
- Excellent people/interpersonal skills with the proven ability to work with and support a broad range of people with differing levels of knowledge and experience
- The ability to work well alone or within a team, as required, and be self-motivated
- The ability to multi-task and manage interruptions to your schedule
- A positive, flexible approach and genuine commitment to working for social / systemic change.
- A willingness to work on laying the foundations for change where the real impact of success may not be seen for a number of years.
- Attention to detail and committed to seeing through tasks to their completion
- The ability to work in time-pressured situations and to meet deadlines

## DESIRABLE EXPERIENCE AND SKILLS

- Have a good understanding of Positive Money's critique of the current monetary system and our proposals for change
- Experience of a range of different facilitation techniques
- Experience of Blue State Digital or similar platforms to manage mass-mailings and online campaigns
- Experience of campaigning, and an understanding of the ways in which social change happens
- Experience with online platforms for networks and collaboration
- Ability to continuously develop own knowledge and skills, including knowledge about effective campaigning, the work of other organisations and individuals, and skills in organising volunteer groups.

## VALUES AND BEHAVIOURS

- Be committed to our vision for a fair, democratic, and sustainable money system
- Enjoy working with a high level of autonomy, trust, and open mindedness
- Be committed to working in an innovative and collaborative way - where we treat each piece of work as a learning experience, stay flexible, and seize opportunities when they arise
- Be self-reflective with a high degree of empathy and self awareness

## TERMS AND CONDITIONS

**Contract:** The role is for an initial fixed term of 1 year with a 6-month probationary period. After a year if the contract is extended, a permanent contract will be offered.

**Salary:** £28,000-33,000 per annum depending on experience

Reporting to: Executive Director, Positive Money

**Location:** The role is based at Positive Money's office in central London at 212 Davina House, 137-149 Goswell Road, London with occasional work away from home

**Hours:** 35 hours per week with some flexibility; the post holder would be expected to work the occasional evening or weekend, with time off given in lieu. 4 - 8 weekends a year may be affected. We are committed to supporting flexible working and this job is available on a part-time or full-time basis.

**Holiday:** 25 days per year in addition to statutory holidays.

## APPLICATION PROCESS

Please send a CV & cover letter answering the questions below to [recruitment@positivemoney.org](mailto:recruitment@positivemoney.org)

- What skills and experience do you have that make you suitable to apply for this role?
- How do you think a Lead Organiser can help bring about reform of our money system?
- Why do you want to work for Positive Money?

**Closing date for applications:** 11.30pm Tuesday 7<sup>th</sup> June 2016

**Interview dates:** 13<sup>th</sup> or 14<sup>th</sup> June 2016

*Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups. Appointment will be based on merit alone.*

If you have any queries about the role and would like to have an informal chat - we would love to talk to you. Please contact Dora Meade on 0207 253 3235 or via email: [dora@positivemoney.org](mailto:dora@positivemoney.org).

Please note that Positive Money can only accept applications from individuals with the right to work in the UK.