**Job Description and Person Specification: Project andCampaigns Assistant**

**Job Title:** Project and Campaigns Assistant (homeworking)

**Job Type:** Permanent

**Responsible to:** Chief Executive Officer

**Working hours:** Part Time – 16 hours per week with evening and weekend work as required.

**Salary:** £24,500 p.a. (pro-rata)

**Base:** Homeworking

**Overview:**

Pathfinders Neuromuscular Alliance is a user-led charity which promotes choice, control and quality of life for teenagers and adults with muscle-weakening conditions.

Pathfinders aims to enable teenagers and adults with muscle-weakening conditions to access the support they need to maintain good health, become independent, access social and work opportunities and contribute to their communities. We want to ensure standards of care and access to services and information is consistent across the country. We want to develop the skills and confidence of young people with muscle-weakening conditions and empower them to take charge of their own health and to build a stronger community to get better services and support.

We are currently recruiting a part-time Project and Campaigns Assistant to support a 4-year project funded by the national lottery to develop the skills, knowledge and confidence of young people with muscle-weakening conditions, and engage them in campaigning work to tackle the social barriers they face.

With this project, Pathfinders aims to support people with muscle-weakening conditions to:

● Advocate for themselves in order to access the right social care, housing, equipment and other support that meets their needs, to access employment or volunteering, develop relationships and interact with the community in the ways they choose.

● Understand how to carry out activities they will need to do as disabled adults, such as managing carers, researching accessibility, arranging support with organisations, talking about their needs with professionals in finding employment.

● Have greater knowledge of barriers they may experience and how their health may progress, and how they can manage these issues in order to focus on what’s important to them.

● Know how, when and where they can access support when they need it.

● Become more independent in the sense of directing their own care and support, as well as making the important decisions about where they live, who they live with and what they do.

● Have greater confidence to talk about themselves and their needs, and to believe that they are an integral part of society, based on the rights to equality.

● Identify that they have the power to make a difference to society, by supporting them to identify issues and work with organisations to address these.

● Understand the needs of others in the community, and how to work together and involve everyone in events and awareness campaigns.

The project will involve running an annual 3-day residential development camp for young people with muscle weakening conditions, followed by a programme of online training and development, campaigning work and 4 regional events. The first year of the project is a pilot year which will focus on setting up the infrastructure to run campaigns, and piloting a range of online and in-person information and skills-building sessions to engage with young people.

The Projects and Campaigns Assistant will be responsible for providing administrative support to the project, social media engagement and supporting members with campaign activity on a range of issues.

We are particularly interested in employing people who also have lived experience of a muscle-weakening condition, especially adults with conditions themselves, but also carers, siblings, parents etc. However, this is not an essential requirement for the role.

It is essential that all the people that we employ embody the values of Pathfinders, enabling and encouraging independence, being led by the people we support, rooted in the social model of disability and valuing the importance of sharing lived experience.

**Roles and main responsibilities of the role**

* Onboarding project participants
* Recording participant data
* Creating and sharing content on social media to promote the project
* Management of expenses claims
* Promotion of online events and engagement with project participants
* Ensuring participants support needs are met at events
* Collating evaluation forms and survey responses from project participants
* Providing signposting and information to project participants, and referring to advocacy support within Pathfinders when necessary
* Booking venues and arranging refreshments and equipment
* Procurement of equipment and materials for events and promotion
* Making travel arrangements for project participants and staff
* Supporting the programme manager at events
* Supporting project participants with campaigning activity - research, planning and design of campaigns, sharing of petitions and surveys, raising awareness of campaigns, organising meetings with organisations and policymakers

**Person specification**

In your application you will need to explain how you meet the following requirements:

You should have some understanding of issues affecting adults with a muscle-weakening condition.

You should have experience of data collation to gather information on a specific topic.

You will need experience of working to deadlines, setting and meeting objectives and targets, and reporting on your work.

You should have experience of working in an environment where you have had to demonstrate integrity, professionalism and adherence to policies and procedures to keep people safe.

You should be highly organised and have experience of completing paperwork, making bookings, maintaining spreadsheets or other records, scheduling meetings and making travel arrangements.

You should have experience of working with others and coordinating your work with colleagues or other team members.

You will need to have excellent communication skills being able to build good relationships with a range of different people including policymakers, other professionals, adults with muscle-weakening conditions and their families. You will need to demonstrate empathy and understanding to the adults and families you will engage with.

You should have experience of contributing to social media, posting and sharing content, making connections with new people and talking to people online

You will need to demonstrate excellent proficiency with IT and social media, particularly the use of apps such as SurveyMonkey, MailChimp, Zoom or equivalent, WhatsApp, Facebook, Twitter and Instagram. You will need to be familiar with conducting online meetings.

You should have experience of being involved in a range of campaigning activity, preferably in relation to disability rights.

