

**Greater Manchester Coalition of Disabled People**

**Communications and Campaigning Worker Job Specification**

Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification. Please ensure that you clearly explain how you meet these requirements when making your application.

**Personal Values**

Must display a genuine commitment to equality of opportunity and an understanding of the barriers to full participation in society experienced by disabled people - and how these can be removed.

**Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification.**

**Please ensure that you clearly explain how you meet these requirements when making your application, numbering and addressing each item.**

**1. Knowledge.**

1.1 Knowledge of the social model of disability and the barriers disabled people face.

1.2 Understanding of equal opportunities and intersectionality.

1.3 Understanding of the importance and limitations of confidentiality.

1.4 Understanding of accessible design principles, and how to incorporate these across multiple platforms and formats.

1.5 Understanding of co-design and co-production methodologies.

1.6 Understanding of the activities and tasks required to effectively build and progress campaigns.

**2. Skills**

2.1 Proven ability to communicate and network with both groups and individuals in a variety of settings including video call and in-person.

2.2 Ability to write and appropriately present a variety of information, in accessible and creative ways.

2.3. Ability to promote the organisation and our activities to a wide audience of internal and external stakeholders through a variety of mediums including social media, website updates, newsletters/updates, email and verbally/in person.

2.4 Ability to develop and progress campaigns, maintaining momentum and building interest whilst monitoring progress.

2.5 Ability to establish a constructive rapport with organisations, staff team and membership.

2.6 Ability to identify and remove communication and access barriers.

2.7 Ability to develop and put into action targets and aims from a communications strategy.

2.8 Able to plan and prioritise own workload in meeting the project targets, and to track and monitor progress to targets.

2.9 Ability to maintain records and produce clear written and oral/in person reports.

2.10 Able to work on own initiative and as part of a team.

**3. Experience.**

3.1 Experience of making information accessible, digitally or in print.

3.2 Experience of organising and running accessible events, meetings, or other group activities.

3.3 Experience of monitoring and evaluating project activities, keeping to deadlines and targets.

3.4 Experience of creating a variety of social media content, including visuals, infographics, video, and audio.

3.5 Experience of working with website platforms, including design and maintenance (e.g. wordpress, drupal).

3.6 Experience in social change campaigns.

3.7 Experience of successfully working on your own initiative and as part of a number of teams and partnerships

**4. General**

4.1 must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including evenings and weekends.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people’s movement.

4.5 willingness to undergo a Disclosure and Barring Service check.