



JOB DESCRIPTION – COORDINATOR (TEMPORARY)

Are you passionate about making the housing system in London fairer? Want to be part of a project that organises renters across the city and wins?

London Renters Union is recruiting a Coordinator to work on a fixed term contract (4 months) starting at the beginning of December. The Coordinator holds a vital role in ensuring the day-to-day work of maintaining and growing the union happens effectively.

The Coordinator will work alongside the union's working groups, branches, members and staff on a daily basis and must ensure that action points are achieved and that admin work is completed

The ideal applicant will have extensive experience of working or volunteering in social justice or community organising projects and in supporting others to work in an empowering and effective way. They will have experience of finance and budgeting, communications and maintaining strong working relationships with a wide range of people.

They will need to be organised and able to work independently. The role is a good opportunity for someone looking for flexible work alongside a motivated community of activists and volunteers.

The London Renters Union is a London-wide project to build a mass, member-led union that organises and builds solidarity between private renters across London in all their diversity, is financially and administratively independent from government, and has the power to win the change we need. For more information about the London Renters Union, please visit londonrentersunion.org. **Deadline for applications is 5pm on Thursday 15th November.**

Terms and conditions

- This a 4 month post, running until 1st April 2019 – it is a cover role
- This role is subject to securing funding, with an answer expected on current funding applications before the interview on 23rd November
- The post is part-time recommending 26.25 hours p/w (3.5 days pro rata) and based in London. The rate of pay is £100 per day.
- Subject to funding, we hope to increase the rate of pay to £110 and be able to offer an extra 0.5 day of work starting in January.
- The worker will be placed on payroll.
- We will consider applications for a job share for this role, with each role taking around 12 hours per week. The role could be split into 2 parts - maintaining the union and membership/member support. Please see the job description for more details.
- Due to the nature of the role, the Coordinator(s) will be expected to work a significant proportion of their weekly hours during evenings and weekends.
- The successful candidate(s) will be required to send a regular written report to the union's Coordination group about their activities and will be expected to attend monthly Coordination Group meetings.
- The Coordinator(s) will be assigned a Staff Support contact, who they will meet with at least monthly to discuss the work and troubleshoot with. This contact will also be available for weekly phone calls.
- The Coordinator(s) will be eligible to take Time Off In Lieu for any excess hours worked and can liaise with their Staff Support contact about when to take this.
- The successful candidate(s) will be entitled to around 8 days of holiday, during a 4-month contract, plus bank holidays.
- We will cover reasonable work-related expenses including travel to meetings.
- The Coordinator(s) will need to be based in London. We do not have an office currently so they would need to be able to work from home or another location of choice.
- The Coordinator(s) is ultimately accountable to the London Renters Union Coordination Group, which is made up of representatives of the Union's branches and working groups, as well as some representatives from the Union's founding organisations

How to apply

To apply please send a CV and a covering letter that have been written with reference to the job description and person specification below. **You should demonstrate how your skills and experience meet the person specification and describe your motivations for applying for the role and what you could bring to it. Please state if you are seeking employment for the full role or whether you prefer to apply for a job share.** If you are applying for a job share please state if you are interested in the role of maintaining the union or membership/member support

You should send your application to staffsupport@londonrentersunion.org by **no later than 5pm on Thursday 15th November.**

Shortlisted candidates will be invited to have an interview with us on November 23rd. The selected candidate will need to be able to attend two training days on the week beginning 26th November and ideally would be able to start on 3rd December 2018 (including by a phased start) or as soon as possible after that date.

The application process is being managed by members of the union's Coordinating Group. If you have any questions about the role please email staffsupport@londonrentersunion.org

Job description

Essential weekly tasks (maintaining the union):

- Tracking and following up on the implementation of the project timeline currently being developed by our branches and working groups.
- Supporting our working groups and branches, including by checking in with members of these groups by email, phone or in person to ensure that tasks are completely effectively, efficiently and on time.
- Drafting and sending out regular updates and call outs to LRU members
- Ensuring the LRU calendar is kept up to date
- Supporting our finance sub-committee and finance officer to ensure expenses are paid regularly.
- Answering email enquiries and redirecting to appropriate people, including media enquiries
- Supporting branch activists to publicise door knocking, stalls, meetings and events to the wider membership

Essential weekly tasks (membership and member support):

- Processing new membership applications and sending a welcome message and physical welcome pack to new members and, ideally, encouraging and supporting other members to be involved in this process.
- Ensuring membership packs are sent out to new members by organising membership packing sessions.

Supporting the work the union does to support members with housing problems including by:

- Providing coordination and other support to the member support working group and to member support teams in branches to help ensure that we support and empower members to stand up to the landlord or estate agent according to our organising model/process.
- Attending our regular calls and meetings where we discuss individual member support issues and assisting with the drafting of letters, as required.
- Occasionally being available to advise and discuss member support issues with member buddies and occasionally members themselves
- Occasionally being available to respond at short notice to calls for short-notice member support issues, e.g. emergency eviction resistance.

Dependent on time you may also be required to:

- Work on contained monthly projects that are agreed within the coordinating group that aim to build the capacity of the union and support self-organisation by union members. e.g, working on a resource that helps our branches to organise self-contained project: setting up an 'organising toolkit' Google Drive or resources section of our website where people can store and look for things that will help them with their local organising.
- Support the coordinating group to organise meetings including support with agenda and minutes
- Work with the coordinating group to hold strategy. workshops/tracking implementation of strategy decisions made.
- Support the member support working group to evaluate and further develop our organising model through workshops, meetings and online.
- Meet with and supporting the newly formed member support teams in our branches.
- Provide support to the fundraising working group with fundraising bids, including by contributing to the writing of bids.

Person specification

Skills and attributes

Essential

- Committed to the concept of a London Renters Union and passionate for social justice and about building the power of private renters to win better housing conditions.
- Excellent communication skills and the ability to communicate with people in a range of other settings with a wide range of stakeholders. Able to communicate effectively (both verbally and in writing) and work with a wide range of stakeholders [e.g. renters, activists, community groups, marginalised people, funders, media & decision makers].
- Ability to inspire and motivate people
- Good working knowledge of the housing crisis in London and its impacts.
- Ability to conduct honest and constructive working relationships and a commitment to operating with integrity.
- Self-motivation and direction and an ability to manage and prioritise multiple tasks and re-organise workloads to incorporate urgent deadlines and work responsibly in an unstructured environment.
- Strong IT skills or a track record of being able to get to grips with IT tools fairly quickly. We use database software and Slack & WhatsApp communication platforms. Training on these tools will be provided.

Desirable

- Excellent knowledge of the housing crisis in London.
- Strong facilitation skills.
- Understanding of different approaches to mobilising and organising.
- Experience of communicating about social movements in an engaging way on social media.

Experience and Knowledge

Essential

- Successful track record of social justice or community work (paid or voluntary).
- Experience of working as part of a team and of building, fostering and supporting teams of people.
- Proven track record of working independently without daily line management and delivering against an agreed work plan.