



Compass - National Coordinator

We are looking for a dynamic, creative change maker to join the Compass team. Working in a small full time team, but with an array of volunteers and activists, you will help us develop the Compass Strategy for making a Good Society a reality. You will help devise and implement national campaigns, manage individual projects, ensure the smooth running of the office, empower our national membership network and organise events. You will help develop our participatory ways of meeting and communicating, ensure that Compass lives by our values of equality, democracy and sustainability as well as help us continue to make a high political impact in the run up to the general election and beyond.

The person we are looking for will have knowledge and enthusiasm about how change happens, be a great communicator who works well in teams and thrives in a fast-moving environment.

Salary: circa £26,000

To apply please submit a C.V and a covering letter of no more than 500 words setting out why you want to work for Compass and how you meet the Person Specifications. Please send applications to info@compassonline.org.uk or by post them to Compass, Southbank House, Black Prince Road, London, SE1 7SJ.

Applications must be received by 5pm September 1st 2014.

Interviews for shortlisted candidates will be held on the afternoon of September 10th 2014 at our central London office.

If you have any queries about the post you can phone the Compass office on +44 (0) 207 463 0631.

Compass promotes equal opportunities and welcomes applications from all sections of the community. We select people purely on their skills and abilities.



National Co-ordinator Job Description

The National Coordinator will work with the Research Coordinator and under the guidance of the Chair and Management Committee in a small but vibrant office in Vauxhall, central London. Key Responsibilities include:

1. Management

- Managing the national office, ensuring its smooth administrative running
- Acting as a main point of contact for incoming calls and queries from members of the public, the media, partners and Compass members
- Managing the office databases and ensuring they are kept up-to-date

2. Supporting the Management Committee

- Administering and supporting the Management Committee and Finance & General Purposes Committee by organising meetings and coordinating their activity
- Responsible for implementing Compass internal democracy including administering Management Committee elections, the Annual Gathering and membership consultations

3. Events, membership and communication

- Events: Responsible for organising and putting together all Compass regional and national events, overall responsibility for the annual conference; lead organiser for co-ordinating our activities at external conferences (including party conferences and other political events); and ensuring our events reflect our aims and values
- Membership: responsible for building and retaining the membership, devising and implementing the membership strategy, devising recruitment campaigns, writing and sending out letters to members, being the first point of call for member enquiries and supporting Local Compass Groups and Compass Youth
- Overall co-ordination and production of Compass communications including e-communications, recruitment and publicity materials
- Update and manage the Compass website as well as answer media calls and act a spokesperson for the media and external events

4. Campaigns and project work

- Assisting in developing and implementing campaigns and specific project work as suggested by members, the Management Committee or Compass staff
- Ensuring Compass campaigns and projects are coordinated throughout the year and within political timetables



5. Finance and fundraising

- Working with the Treasurer to help manage the organisation's finances on a weekly/monthly/quarterly/annual basis, including keeping a check on the bank balance, bank statements, sending out and paying invoices, assisting in producing the organisation's short and long-term budgets
- Assisting the chair with fundraising and appeals to trusts
- Developing and encouraging funding from the membership

6. Strategy, networking and coordination

- Assisting with setting and implementing the short, medium and long-term political and organisational strategy of Compass
- Assisting in setting the political direction and positioning of Compass
- Ensuring that the organisation, campaigns and ideas work of Compass are joined up and co-ordinated in a coherent way that reflect our values
- Continue to develop positive relationships and coordinate activity with parliamentarians, trade unions, environmental organisations and other pressure groups, continuing to build Compass as an umbrella of progressive organisations



Compass National Coordinator - Person Specification

Requirement	Assessed in selection process by
1. A clear and convincing commitment to, and understanding of; the politics, ethos and values of Compass including democracy, equality and sustainability	CV and supporting statement; Interview
2. A strong track record of helping make positive change happen	CV and supporting statement; Interview
3. Ability to work cooperatively and flexibly with other team members and to manage own work with day to day autonomy and limited supervision	CV and supporting statement Informal discussion Interview
4. Good oral and written communication skills	Supporting statement Exercise Interview
5. Ability to deal appropriately with members, stakeholders and media, including dealing with enquiries and building appropriate relationships	CV and supporting statement Informal discussion Interview
6. Administrative skills including IT skills, appropriate to operating Compass' office systems and managing the internal democracy of Compass	CV and supporting statement Interview
7. Ability to devise and organise successful events of the scale and type described in the job description	CV and supporting statement Exercise Informal discussion Interview
8. Experience of or understanding of a membership organisations	CV and supporting statement Interview
9. Appreciation of participatory ways of working	Interview