

# Yorkshire Campaign For Nuclear Disarmament

2 Ashgrove, Bradford, BD7 1BN

[www.yorkshirecnd.org.uk](http://www.yorkshirecnd.org.uk)

tel: 01274 730795

fax: 01274 414 413

e-mail: [info@yorkshirecnd.org.uk](mailto:info@yorkshirecnd.org.uk)

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## Yorkshire Campaign for Nuclear Disarmament

### Development Worker – Maternity Cover

Initial 6 months minimum, beginning 4<sup>th</sup> August 2008

**£21, 403.95 (37 Hours per Week)**

We are looking for an experienced and enthusiastic individual to take on the established role of development Worker at Yorkshire Campaign for Nuclear Disarmament.

#### **JOB DESCRIPTION**

##### Strategy and Development

1. To plan, instigate, stimulate and support campaigning activity around CND in the Yorkshire region.
2. To act as national lead campaigner on the National CND 'No to US Missile Defence' campaign

##### Information and Campaigning

3. To play a key role in overseeing and developing ongoing campaign strategies and to implement a range of campaign tactics including, for example, press work, demonstrations, lobbying, letter-writing and public meetings.
4. To develop ideas for actions and events and to see them through from inception to completion
5. To research, prepare and disseminate information and campaign materials about events and projects including the design and wording of leaflets and briefings.
6. To write and distribute the quarterly *Action for Peace* newsletter, action bulletins and other mailings.
7. To act as regional press officer.
8. To carry out work for National CND when required in liaison with the Yorkshire CND Convenor and / or Co-ordinating Committee.
9. To provide information on relevant issues to brief MPs, MEPs and local Councillors.

##### Administrative

10. To operate from the Yorkshire CND office during agreed hours and on agreed days. To handle urgent enquiries outside office hours.

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..... GET INFORMED AT THE YORKSHIRE CND WEBSITES .....

Main Yorkshire CND website: [www.yorkshirecnd.org.uk](http://www.yorkshirecnd.org.uk)

Menwith Hill Site: [www.cndyorks.gn.apc.org/mhs](http://www.cndyorks.gn.apc.org/mhs)

Space site [www.yorkshirecnd.org.uk/space](http://www.yorkshirecnd.org.uk/space)

Fylingdales Site: [www.cndyorks.gn.apc.org/fdales](http://www.cndyorks.gn.apc.org/fdales)

Missile Defence Site: [www.nostarwars.org.uk](http://www.nostarwars.org.uk)

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11. To manage the office (including the ordering of stationery, paying of bills and maintaining an efficient filing system for information coming into the office) and to schedule and prioritise one's own workload. To maintain the office computer system.

12. To keep accurate financial and timekeeping records for submission to the Yorkshire CND Treasurer.

## Links

13. To recruit and manage volunteers in the Yorkshire CND office.

14. To act as regional contact for CND members and supporters, groups, enquirers and the media.

15. To support, develop and set-up local groups across the region.

16. To act as the Nukewatch Middle Region contact and campaigner and to maintain the Nukewatch telephone tree.

17. To report to the Co-ordinating Committee and CND National Council. To attend the Co-ordinating group meetings, CND National Council, CND annual conference and other meetings as required.

18. To maintain close liaison with other CND regions, the national office, Yorkshire CND Treasurer and Convenor.

## Other

19. To carry out other duties as required by the Yorkshire CND Co-ordinating Group.

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## **LINES OF ACCOUNTABILITY**

The Yorkshire CND Co-ordinating Committee is a body elected by the Annual General Meeting. The Development Worker will be responsible to the Co-ordinating Group. The Convenor and Treasurer will be available to the Development Worker for support, advice and direction on a day-to-day basis and a management committee exists to support the worker and deal with problems and reviews.

Yorkshire CND also employs a Fundraising and Membership Worker for 2 days a week. Both the Fundraising and Membership Worker and Development Worker should maintain a relationship and support one another.

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## **CONDITIONS OF SERVICE**

The working week will be 37 hours and time off 'in lieu' will be given for attendance at evening / weekend meetings etc.

Agreed travel expenses will be payable for all travelling done in the course of duty. The Development Worker will be expected to use public transport wherever possible.

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Pension and sick pay arrangements for this post are as laid down by statute.

Nothing in this job description, conditions of service or contract as finally agreed can be changed unilaterally by either the Co-ordinating Committee or the worker. All such changes must be mutually agreed after due consultation. A dispute and grievance procedure will be agreed between the Development Worker, the Co-ordinating Group and National CND.

The Development Worker will be encouraged to join the appropriate trade union.

Holiday entitlement will be 24 days paid holiday a year, in addition to recognised public holidays.

Working conditions and pay are reviewed regularly. There will be an initial probationary period to be agreed, after which either the Worker or the Co-ordinating Group will be free to end the contract.

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