Thank you for your interest in the role of Fair Pay Campaigns Coordinator

It’s an exciting time to join The Equality Trust, where we campaign to reduce the high levels of social and economic inequality that are damaging us all. The organization has been recognised as a Spark of Hope by The Elders (founded by Nelson Mandela), is the co-secretariat (with CPAG) of the All Party Parliamentary Group on Poverty and is the UK/European convener of the global Fight Inequality Alliance. One of our major and successful campaigns has been to call for pay ratio reporting and we are delighted to have been funded by the Friends Provident Foundation to carry out a two-year programme of work on fairer pay.

The Equality Trust is committed to diversity, equality and inclusion in recruitment. We know that organisations with a diverse team perform better for their beneficiaries, and we seek applications from all those qualified to fill the role. Our offices are wheelchair accessible, and we can provide reasonable adjustments to enable access to interview for suitable candidates.

Employment details

- The salary is £35,746.92 per annum plus 6% pension contribution and access to childcare vouchers.
- The post is on a 21 month fixed term contract.
- This post is full time (35 hours per week)
- The Equality Trust supports flexible working and is willing to discuss how working days/hours can be arranged to suit the needs of both The Equality Trust and the post holder.
- Holiday entitlement is 25 days per year plus statutory bank holidays.

To apply, please send a CV (no more than 2 A4 sides, 12 point font) and covering letter (no more than 3 A4 sides, 12 point font), which addresses each point of the person specification in order under the headings below to info@equalitytrust.org.uk.

CLOSING DATE FOR APPLICATIONS: 9am 13th November – no late applications will be accepted
INTERVIEW DATE: Wednesday 21st November (interviews to be held at Resource for London)
TO START: January 2019 (exact date will be agreed with successful candidate)

Job Description

Principle responsibilities

- Work with the Executive Director to project manage our business indicators for fair pay programme
- Collate information and produce reports on pay gaps, inequality, and business for use across a variety of media
- Monitor policy areas pertaining to the main programme strands: pay ratios, gender pay, ethnic minority pay, trade unions, Living Wage and corporate subsidies
- Organise events such as roundtables and advisory group meetings
- Communicate with stakeholders including businesses, trade unions, partners, and key influencers
- Produce briefings for trustees, the Executive Director, the team and Equality Trust-affiliated local groups
- Work with the team to develop creative digital and non-digital campaigning activities involving our local groups and supporters.

**Person specification**

**Essential**

- Excellent written and oral communication skills
- Must be able to work well on own initiative as well as with the team
- Experience of policy, research and producing reports
- Experience of organising events
- Ability to manage and populate a database
- Ability to build networks and relationships with key partners
- Ability to work well under pressure and strong attention to detail
- Excellent planning and organisational skills
- Familiarity with debates surrounding inequality and income gaps
- Commitment to the values of The Equality Trust

**Desirable**

- Knowledge and experience of working with trade unions
- Experience of campaigning
- A strong understanding of the causes and effects of social and economic inequality