

Campaigns Assistant
£33,759 per annum
35 hours per week
Hybrid with primary office located in London



OUR VISION

As the largest women's organisation in the UK, we aim to offer women the best opportunity to make an impact in their communities and to make change on the issues that matter to them. We have a long track record of successfully campaigning for change at local, national and international level on everything from violence against women to climate change and microplastic pollution. We also offer women the chance to come together, to learn new skills and build social connections wherever they live.

The NFWI (National Federation of Women's Institutes) strategic vision sets out an ambitious plan to drive our organisation forward for the future by growing our membership, reaching more women and making a positive impact in communities across the UK. The vision statements are as follows:

We aim to be an organisation of choice for all women, building on our past successes and the strength of our current membership and influence to ensure a sustainable and strong future for the WI.

Vision statement 1: Bold and Inspiring

We will be a bold voice representing all women and the communities in which they live.

Vision statement 2: Growing and Relevant

We will work together to continually promote the achievements of our organisation, reach more women and grow our membership.

Vision statement 3: Inclusive

Our membership will reflect our local communities and we will represent women from all backgrounds through the work we do.

Vision statement 4: Flexible

We will remove any practical barriers to women supporting us by offering flexible ways they can engage with what we do.

OUR VALUES

The WI is based on the ideals of fellowship, truth, tolerance and justice. With our original roots in rural and agricultural communities, we now embrace the interests of

women in both rural and urban communities. All women who are interested in the values and purposes of the WI may join.

OUR PURPOSE

The main purposes of the WI are:

- to advance the education of women and girls for the public benefit in all areas including (without limitation):
 - local, national and international issues of political and social importance;
 - music, drama and other cultural subjects; and
 - all branches of agriculture, crafts, home economics, science, health and social welfare;
- to promote sustainable development for the public benefit by:
 - educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and
 - promoting sustainable means of achieving economic growth and regeneration;
- to advance health for the public benefit; and
- to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The WI seeks to give women the opportunity of working together through the WI in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the WI stands.

INFORMATION ABOUT THE NFWI

The WI was originally formed in 1915 with two clear aims: to revitalise rural communities and to encourage women to become more involved in producing food during the First World War. Since then our aims have broadened a little and we are now the largest women's organisation in the UK. We currently have over 180,000 members in 5,500 WIs.

Membership is open to all women who have reached the Age of Majority and meetings are held in workplaces, village halls and pubs in towns, cities and villages.

We also offer the option to join our movement without becoming a member, by giving a donation to become a WI Supporter or WI Supporter Plus. Our Supporter options are an opportunity to support our causes and campaigns, and be kept in the loop about all things WI.

THE STRUCTURE AND FRAMEWORK OF THE NFWI

Structure

Each WI is self-governing within the framework of the WI constitution and rules, and belongs to one of 69 federations – each with a regional office. The WIs and federations make up the National Federation. Each level of the organisation is run by a committee

of elected members. The NFWI Board of Trustees is democratically elected every two years by WI members. The national head office is in London, but there are also offices in Cardiff and Oxfordshire.

Campaigns

Members democratically decide all campaigning issues through a process that is unique for a modern campaigning organisation. Every year members submit resolutions to a selection process where the most popular suggestions are put to the vote at the Annual Meeting. If members support these resolutions, they become mandates and form the basis of campaigning activities in the years ahead.

The NFWI has been campaigning since 1918 on issues that include domestic violence (1975), equal pay (1943), AIDS (1986), breast cancer screening (1975), oil pollution (1927), renewable energy (1977) and family planning (1972). Most recently we have passed resolutions on autism and ADHD in women and girls, and awareness of the symptoms of ovarian cancer.

The NFWI is a founding member of Keep Britain Tidy, the Fairtrade Foundation and The Climate Coalition.

Denman

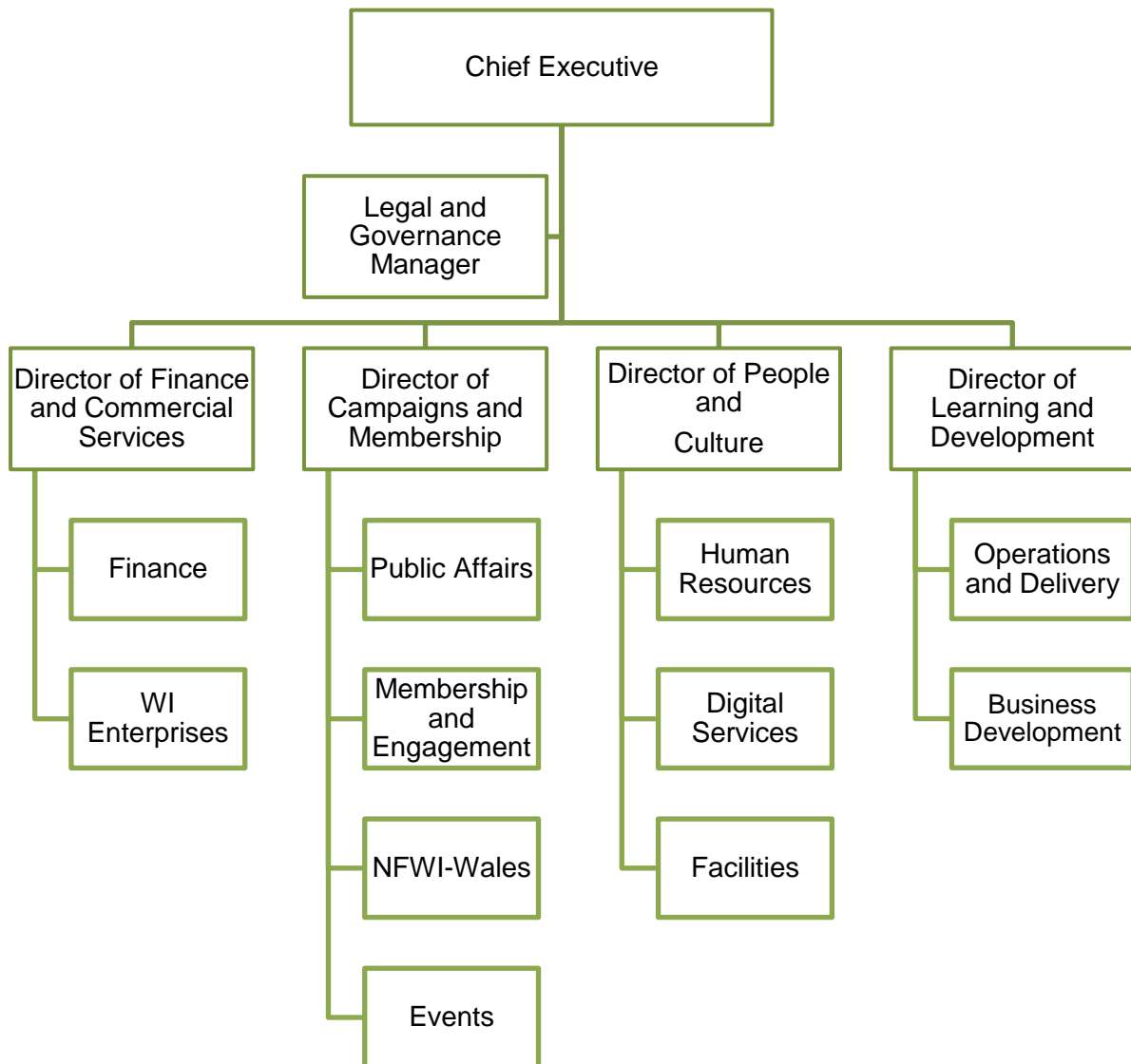
As an educational charity, learning is at the heart of the WI. The provision of education through the Denman Trust enabled the launch of the WI Learning Hub in January 2024, an online learning platform which offers free, nationally available courses within an accessible and inclusive environment to everyone. The WI Learning hub is an open and welcoming space for all (although WI Members have the added benefit of accessing the majority of courses for free), with the freedom and control to learn anywhere.

Funding and WI Enterprises Ltd

WI Enterprises Ltd (WIE) is the trading company of the NFWI. It exists to raise revenue for the NFWI. The majority of NFWI income is from annual subscriptions. Other sources of revenue include grant-making bodies, educational trusts, commercial sponsors and investments.

NFWI staffing structure

The NFWI has approximately 40 staff across three sites, in London, Wales and Oxfordshire.



Public Affairs

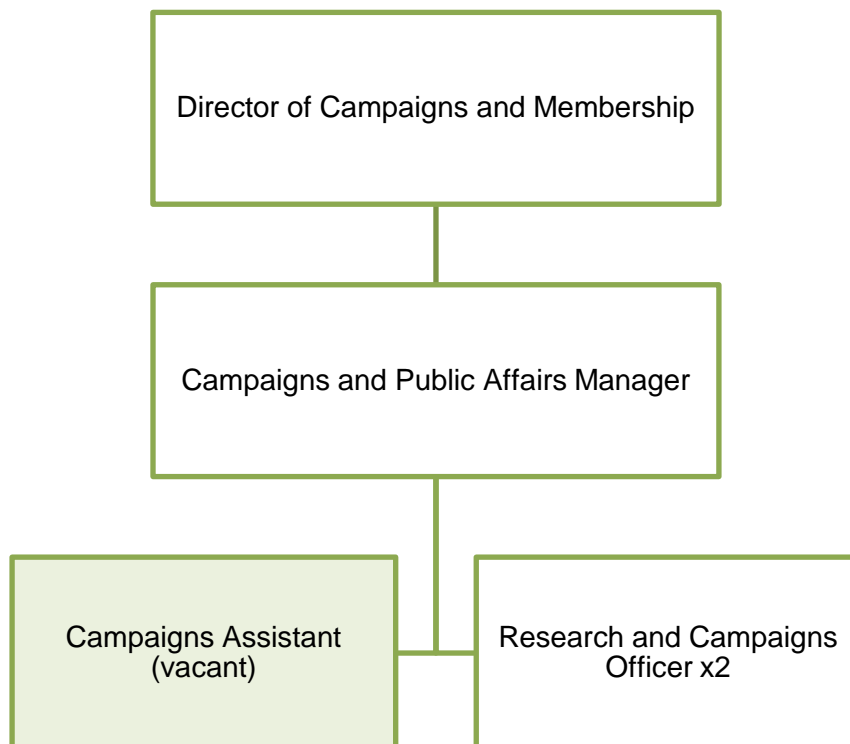
The Public Affairs Department sits within the Campaigns and Membership directorate, which encompasses four member-facing departments who are each responsible for ensuring the design, planning, and delivery of member services and initiatives. Public Affairs is responsible for delivering the NFWI's campaigning, influencing, policy and research work, in conjunction with the Public Affairs Committee. The WI is a democratic, member led organisation and the Department aims to empower WI members to turn their concerns into campaigns, and thus bring influence to bear on decision-makers and opinion-formers about local, national and international issues.

Members play a central role in policy and campaign development. All campaigns stem directly from issues which are put forward by members as resolutions at the Annual

Meeting each year. The Public Affairs Department guides the resolutions process providing research, advice and policy briefings, before transforming the resolutions into local and national campaigns.

The WI has a long history of campaigning and an ambitious agenda with policy interests and campaigns across a wide-range of issues, from the experiences of autistic and ADHD women and girls, to modern slavery, climate change and microplastic pollution. Our award-winning campaigns have made a real difference in changing policy and practice; from supporting the UK to become the first country to pass into law its pledge to achieve net zero carbon emissions, to gaining government support to tackle microplastic pollution and securing all party commitment and funding for alternatives to custody for offenders with mental illness.

Department Structure



JOB DESCRIPTION

Job Title: Campaigns Assistant

Department: Public Affairs

Location: Hybrid working with primary location in London - 104 New Kings Road, London, SW6 4LY

Organisation: National Federation of Women's Institutes (NFWI)

Reports to: Campaigns and Public Affairs Manager

Responsible for: N/A

Main Functions

- Provide administrative and project support to the Campaigns and Public Affairs Manager and the Public Affairs department
- Support the Public Affairs Committee and working groups
- Coordinate the annual resolutions process
- Support the development and delivery of campaigns and projects in conjunction with the Campaigns and Public Affairs Manager

Principal Responsibilities

Provide administrative and project support to the Campaigns and Public Affairs Manager and the Public Affairs department

- Act as the Public Affairs department's primary point of contact for enquiries from members and the public.
- Organise and respond to incoming and outgoing communications on behalf of the Public Affairs department.
- Update and maintain accurate hard copy and electronic departmental records, including collating incoming information such as responses from surveys and petitions organised by the Public Affairs team.
- Draft copy and correspondence on behalf of the Public Affairs department under the guidance of the Campaigns and Public Affairs Manager.
- Maintain the team diary, arranging attendance at meetings and events as necessary, ensuring that any relevant papers and documents have been circulated beforehand.

- Maintain a record of and flag up relevant key dates to other members of the Public Affairs department.
- Coordinate the design, print and distribution of Public Affairs publications, including sourcing prices and quotes.
- Take responsibility for the administration and co-ordination of workshops, seminars, conferences and other events in relation to the activity of the Public Affairs department.

Support the Public Affairs Committee and working groups.

- Request items and papers for the meeting and prepare agendas and supporting documents for attendees.
- Set up meetings and equipment as required.
- Take notes at meetings, including the minutes at Public Affairs Committee meetings, and circulate.

Coordinate the NFWI's annual resolutions process

- Take responsibility for the administration of the NFWI's annual resolutions process, maintaining accurate systems and records.
- Act as a central point of contact for resolution submissions and enquiries from members.
- Assist with desk research to support the resolutions process.

This is a summary of the main activities of the role and this post requires flexibility to undertake other duties not specified in this job description but compatible with the role or the department.

We pride ourselves on being one big team and expect all NFWI roles to provide occasional support in other areas of the business where skills are compatible.

PERSON SPECIFICATION

Qualities	Essential	Desirable
Experience/ Interest	<ul style="list-style-type: none"> • Administration experience in an office environment or similar, including keeping accurate records, data input and administration • Experience of using databases and organising data efficiently • Experience of managing a team diary and coordinating dates, events and organising relevant supporting papers ahead of time • Experience of drafting and organising correspondence • Experience of taking notes at meetings • Experience of helping to prepare briefing materials or undertaking desk research • An interest in current affairs and issues across the policy spectrum, including social, environmental, and women's health issues • An interest in the WI 	<ul style="list-style-type: none"> • Experience of working in a membership organisation • Experience of working in the voluntary sector • Experience of taking formal minutes • Experience of working with a Board of Trustees • Experience of project coordination • Experience of events administration e.g. arranging workshops or conferences • Experience of drafting digital communications e.g. social media or e-newsletters
Education and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Office 365 including Word, Excel and Outlook 	<ul style="list-style-type: none"> • An understanding of the WI • Some knowledge of the political landscape and political processes

Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills- both written and verbal • Excellent administration and organisational skills • The ability to draft communication materials for a range of audiences • Confident working and communicating with people at all levels, including volunteers, with professionalism, tact and integrity • The ability to develop and maintain relationships with external organisations and a range of key stakeholders • The ability to work to own initiative and prioritise workload effectively with competing priorities to meet deadlines • Strong attention to detail 	
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<p>Circumstances of the job</p> <ul style="list-style-type: none"> • The salary is £33,759 per annum, which is NJC point 16 in the range 16-19 • The NFWI operate a hybrid working arrangement which includes: <ul style="list-style-type: none"> ○ Staff are required to work a <u>minimum of 1 day in their primary office</u> each week (agreed with the manager) but with ability to work up to 3 days a week in the office. ○ Attendance at meetings, events and conferences to enhance performance or that fall within this role, are in addition to this. ○ Managers can request you attend the office more often where there is a business need. ○ Core hours are in effect, from 10am to 4pm, which means your hours must include this time but with flexibility to work between 8am and 6pm, both at home and in the office. ○ There is a Hybrid Policy to support the arrangement, which is non-contractual and subject to change. ○ We are also open to other forms of formal flexible working requests from the outset as we have removed the statutory length of service requirement.

- Some attendance at meetings or conferences may occasionally require overnight stays unless they are digital.
- Evidence of right to work in the UK will be required before appointment.
- The selection process starts with a written application to explain your suitability for the role based on the job description and person specification, and any ideas you have to enhance your application. The interview process will be in person, but please contact us if this is difficult for you.

Thank you for your interest in working for the National Federation of Women's Institutes

SELECTION PROCESS

How to apply

To apply for this role, **please submit a covering letter and your current CV**. In your letter you will need to explain why you are interested in the role and how your skills and experience make you a suitable candidate based on the job description and person specification.

Please note that incomplete applications will not be considered. If there is a reason you are unable to send a covering letter, please contact us the [HR team](#) as we will be happy to help.

Your completed application should be returned via email to the [HR team](#) by **8 January 2025**.

Applications after the closing date will not be considered.

Please note that NFWI offices will be closed for Christmas over the advertising period for this vacancy and you should receive an automatic response upon submission of your application- please take this as confirmation of receipt. If there are any issues, our team will contact you once our offices reopen on 2 January 2025.

Unfortunately we are unable to provide feedback on applications if not shortlisted for interview, therefore if you have not heard from us by 29 January 2025, please assume that your application has been unsuccessful.

For further information on the NFWI refer to our website www.theWI.org.uk

Shortlisting of candidates

All applications will be measured against the person specification and job description as presented above.

Interview process

Applicants that demonstrate their skills, experience and knowledge to a sufficient standard in their application will be invited to interview.

First-round interviews will be held virtually on **20 January 2025**.

Following the first round of interviews, successful applicants will be invited to a second round of interviews, which will be held in-person at our London office on **22 January 2025**.

FURTHER APPLICATION INFORMATION

Qualifications

Candidates should be prepared to produce evidence of educational and professional qualifications claimed on their application form if required.

Salary

The NFWI sets salaries in accordance with the National Joint Council (NJC). NJC negotiates a salary award each year payable from 1 October. All offers of employment will be made at the starting point on the scale.

The salary for this post is £33,759 per annum. This is NJC point 16 in the range 16-19. Salary is paid monthly in arrears on the 25th of each month for the whole calendar month.

References

All offers of employment are subject to satisfactory references.

Right to work in the UK

All offers of employment are conditional upon evidence of your right to work in the UK. You will be asked to present this before appointment.

Probation period

All staff will undertake a six month probationary period which can be extended up to 12 months.

WORKING FOR THE NFWI

Diversity and Equal Opportunities

We believe that the principles of equality, diversity and inclusion are central to our work as an effective employer. They are inherent in our values. We pride ourselves on building positive relationships, we strive to ensure that anyone who engages with us finds it easy to do so, and feel they are supported and treated fairly, with dignity and respect.

The NFWI recognises that groups in society experience discrimination as a result of a protected characteristic. We oppose such discrimination. When recruiting, the NFWI does not discriminate against any applicants. All vacancies will be filled by successful applicants assessed on their ability to do the job. We guarantee an interview to any candidate with a disability who meets the essential criteria for the post.

Employee Benefits

Benefits we currently offer include:

- Hybrid working with a minimum of one day a week in the office
- A fully auto-enrolled contributory Personal Pension scheme with maximum employer contributions set at 8%
- A holiday entitlement of 196 hours (28 days) per annum rising to 210 hours (30 days) after 5 years' service. Bank holidays are in addition to this
- Benenden Health scheme (non-contributory)
- Company enhanced maternity, adoption and partner/paternity pay subject to qualification
- Family leave policies including parental leave, flexible working, compassionate leave, carer's leave and dependant's leave
- Wellbeing policies including mental health and wellbeing and menopause
- Commitment to training and development

OUR LOCATION

Address: 104 New Kings Road, London, SW6 4LY
Tel: 020 7371 9300 (switchboard)

Nearest tube station: Parsons Green or Putney Bridge (District line)
Nearest train station: Putney

THANK YOU FOR CONSIDERING THE NFWI