

PEACE PLEDGE UNION

Job Description

Designation: Remembrance Project Intern

Pay: £35,326.30 per annum

Details: Full time, seven-week contract from 3 October 2022

JOB PURPOSE

To help organise and run the Peace Pledge Union's white poppy & remembrance project over the busy Remembrance period.

MAIN DUTIES

1. To work with the PPU's staff team to develop and maintain the logistical processes for the ordering and dissemination of white poppies and related materials.
2. To maintain the day-to-day running of white poppy sales and distribution, and to assist the running of the remembrance campaign.
3. To help organise and run the volunteering programme over the Remembrance period.
4. To assist in monitoring and evaluating the quality and effectiveness of the white poppy campaign and PPU remembrance activity.
5. To work and liaise with PPU members, colleagues in the PPU, volunteers, Council members and local community groups, as appropriate.
6. To promote an understanding of the PPU's pacifist perspectives in all aspects of work with the wider community.
7. To maintain the highest possible standards of professional integrity, treating all with respect and having care for equal opportunities and health and safety practices for the benefit of staff, PPU members, including Council members, volunteers and the wider community it wishes to serve.

JOB ACTIVITIES

Logistical processes

1. To ensure timely and efficient dissemination of white poppies, including posting orders, responding to enquiries and keeping the office space and stock well organised.

2. To be a regular point of contact regarding white poppy orders and related remembrance activity.
3. To work with and communicate effectively with external outlets and local groups, advising them on white poppy distribution and other related matters.
4. To maintain thorough record keeping of orders, to ensure sales and customer data is entered and gathered correctly.
5. To communicate with PPU staff, Council members, volunteers and other key people and groups so that logistical processes are operating effectively, as appropriate.
6. To assist any surveys and other monitoring mechanisms in place to analyse the efficacy of the white poppy/remembrance campaigns
7. To attend meetings of the Remembrance Working Group and other planning meetings as appropriate.

Promoting white poppies and the PPU's vision of Remembrance

8. To coordinate with and distribute remembrance resources to individuals, publications and supporter groups.
9. To assist in the production of leaflets, online resources and other materials.

Events and Volunteers

10. To help organise public events, including the annual Remembrance event in Tavistock Square.
11. To prepare for and help run the volunteering programme, including organising and assisting volunteers in white poppy packing and distribution.

Person Specification

	Essential/Desirable Criteria	
Education and Training	CV and Covering Letter	Interview
<ul style="list-style-type: none"> • Fluency in written and spoken English 	E	E
<ul style="list-style-type: none"> • Possession of effective numeracy skills 	E	

Experience		
<ul style="list-style-type: none"> • Experience of successfully working with others on a project to achieve shared goals 	E	E
<ul style="list-style-type: none"> • Experience of administration, logistical processes and organisation to ensure the achievement of deadlines 	E	E
<ul style="list-style-type: none"> • Experience of involvement in the peace movement or related areas of activism 	D	
Special Abilities and Aptitudes		
<ul style="list-style-type: none"> • Computer literacy and IT skills 	E	
<ul style="list-style-type: none"> • Possession of good communication skills (oral and written) 	E	E
<ul style="list-style-type: none"> • Ability to input data and information into a range of systems, as appropriate 	E	
<ul style="list-style-type: none"> • Ability to work collaboratively and supportively as part of a team 		E
<ul style="list-style-type: none"> • Ability to work both under direction and on personal initiative 	E	
<ul style="list-style-type: none"> • Aptitude for proactive identification and solution of problems and barriers to effective working 	D	
<ul style="list-style-type: none"> • Ability to work methodically, under pressure whilst meeting targets and deadlines 	E	E
<ul style="list-style-type: none"> • Ability to maintain appropriately respectful working practices with colleagues, PPU members, including Council members, volunteers, in partnership working and with the wider community 	E	E
Other requirements		
<ul style="list-style-type: none"> • Commitment to pacifism, its promotion and willingness to sign the peace pledge 	E	
<ul style="list-style-type: none"> • Willingness to engage with a non-hierarchical management structure 	E	
<ul style="list-style-type: none"> • Enthusiasm for the work of the PPU and for tackling the challenges of the job 		E

<ul style="list-style-type: none"> • Commitment to working with a diverse range of people and groups with a range of abilities 	E	
<ul style="list-style-type: none"> • Commitment to the highest possible levels of health and safety for staff and others 	E	
<ul style="list-style-type: none"> • Flexible approach to times of working, with time off in lieu if working outside 'normal' working hours 	E	
<ul style="list-style-type: none"> • To have strong sense of purpose and the drive to achieve agreed goals 		E
<ul style="list-style-type: none"> • To have an awareness of current national/international political developments, particularly how they impact the PPU's work 	D	