GCOMS UK CO-ORDINATOR POSITION

## Job Description

*Campaign strategy and advocacy*

* Take a lead in developing the role of GCOMS in public education and lobbying work
* Help supporters find effective ways to promote the message, via training and online encouragement

*Content development*

* Produce reactive social media content promoting GCOMS’s perspective and materials in response to current news events
* Produce creative, proactive social media content to promote particular messaging and resources

*Building a network: promoting GCOMS resources through social media*

* Generate wider interest in GCOMS’s web-based resources including blogs, journal articles, presentations, reports, educational materials, and video content
* Generate interest through the use of GCOMS’s existing social media channels including Twitter, Facebook, LinkedIn, YouTube and email lists
* Expand GCOMS’s presence on social media through new channels which may include Instagram and Mastodon
* Use online petitions to help with GCOMS’s campaigns and membership recruitment
* Deal with incoming emails etc on GCOMS’ behalf and bring relevant issues to the Steering Group.

*Administration -* together with Chair/Treasurer and other relevant Steering Group members:

* Manage bank account and basic book-keeping/reporting to funders; and assist with funding bids
* Set up and minute meetings of the Steering Group, and consult with them as needed.

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## Person specification

*Essential*

* Ability to think strategically about social and political change, understanding military spending data for use in campaigning and wider advocacy.
* Ability to develop relationships with partner organisations and journalists
* Ability to write engaging, accurate copy and use social media to promote resources, at least including Twitter, Facebook, and LinkedIn
* Ability to work autonomously to deadlines
* Ability to use basic design software (e.g. Canva, InDesign, Scribus or similar)
* Interest in and support for GCOMS’s main aim, i.e., to challenge the priority given by governments to military spending rather than environmental and social programmes.
* Ability to manage bank account and basic book-keeping/reporting to funders; and assist with funding bids.

*Desirable*

* Ability to use additional social media channels, such as Instagram or Mastodon
* Ability to produce simple videos and/or podcasts using basic audio-visual skills
* Ability to administer online petitions
* Knowledge of and/or experience of working in ‘green’, ‘peace’, or ‘social justice’ non-governmental organisations
* Knowledge of the political and economic contexts which shape military spending