**JOB SPECIFICATION:**

**Member defence coordinator Living Rent**

**Grade: Junior – Level 1**

**Location: tbc**

**Reports to: National organiser and/or relevant staff contact point**

**Responsible for: member defence coordination**

**Standard Hours: 22.5h/week**

**Overall description:** This post support the development and training of “member defence” teams in neighbourhoods and/or cities. Member defence features supporting members to address their housing issues, notably through direct action element involving protest and other tactics. The member defence coordinator is responsible for coordinating training for members of Living Rent member defence teams, supporting Living Rent’s national member defence strategy, implementing a case process and measuring and reporting Living Rent’s member defence activities. This post supports member-led collective actions to support individual members facing housing injustices.

This post is accountable to Living Rent’s democratic structures and line managed by Living Rent’s national organiser and/or relevant staff contact point. Living Rent primarily work Monday - Friday between 12pm and 8pm, though the work will sometimes need to be done at other times of day, along with some weekends. Some unsocial hours are inevitable and flexibility is vital.

**Job responsibilities:**

**Support existing member defence teams:**

* Evaluate and deliver training to existing member defence teams, to ensure that they are trained, able to support members with housing issues and are up-to-date with legislation and take up responsibilities in Living Rent
* Evaluate and deliver training for new members of the member defense team, including shadowing work.
* Supporting implementation of national member defence strategy

**General enquiries**

* Sign-positing to relevant teams
* Evaluating whether Living Rent can support the individual
* Tracking of member defence cases and support

**Administration and evaluation**

* Implement a casework process and database, and secure processing of data
* Advertising member defence activities and victories (including email, blog posts and social media)
* Collecting data to account for LR’s impacts

**Person Specification**

This is a list of skills and attributes we are looking for in a potential candidate. These may have been developed in a work, or voluntary capacity or indeed through your personal life circumstances. We would encourage interested candidates to think broadly about where they might evidence these kinds of abilities, as it may not be in a paid work context. Willingness to learn, a positive attitude and ability to work under pressure are more important qualities than extensive campaigning or legal experience.

1. Ability to think strategically and using your imagination to develop solutions to problems

2. Ability to motivate people to participate in an activity and/or to take action and develop the potential of others

3. Ability to work with and provide support to a range of people, including members of vulnerable groups,

4. Ability to work independently with remote support and be personally organised,

5. Experience of IT systems including email, social media, and use of spreadsheets and databases

6. An understanding of and commitment to the principles of equality, democracy and social justice

7. A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates

8. Ability to plan and organise under pressure

9. Ability to communicate well verbally and in writing

10. Ability to work in a team and work towards targets.

11. Ability and willingness to travel; and to work flexibly, including on evenings and weekends as necessary

12. Experience with case working, ideally within the housing sector

**Experience and ability in speaking another language, education and training, management, fundraising, casework administration, housing advice or advocacy is desired, though not mandatory.**