

## Community Organiser Role Description

Are you passionate about changing the way we treat animals? Do you want to help reduce damage to our environment? Do you want to get people to enjoy healthy vegan food that looks good and tastes great?

The Vegan Society makes veganism more accessible and an easily adopted approach by supporting individuals, policy and decision makers, caterers, manufacturers, health care professionals and the media.

### Why do we need you?

As the vegan community grows, and veganism itself becomes better understood, more and more people are looking to The Vegan Society to find out what it's really all about. Local communities are starting to see the vegan movement as something real, and something that's happening in their area. From new business to families, many people need support in finding the right information, and learning all about our work and veganism. Local issues are often distinct and more varied than national issues, having people from local areas is vital to communicate our messages and campaigns in the most effective way. Research tells us that people are far more likely to trust information from a peer rather than an outside expert, so community based volunteering vastly increases the validity of our messages to a wide range of people.

We are building a network of committed vegans across the country who are willing and able to help us in our work. The Vegan Society is organising various campaigns and outreach activities to increase awareness of the benefits of veganism, and influence for change on every level of society. There are a range of activities going on all the time, from general educational stalls at events, to meeting with local policy influencers.

Organisers form a vital part of this work, enabling us to have the most impact possible by making the best use of resources. We have a network of advocates working across the countries, and organisers will work directly with staff to deliver messages and arrange local actions.

### What does the role involve?

You would be the point of contact between staff and advocates in your area, providing support and organisation to your local group. Staff will be in regular contact with you to ensure you have everything you need, and in return we would look for you to let us know of any issues you're having, any updates from people in your group, and fill us in on any ideas you have for new forms of outreach or campaigning.

This role also involves being responsible for reaching out to new advocates in your area, helping them get involved and set up with any actions or activities. As the first port of call for advocates, this role does require some awareness of safeguarding and data protection procedures and policy. There will be full training on your role in this, as well as ongoing guidance and support.

Once set up, you'll stay in regular contact with your group to ensure everything runs smoothly and organise regular meetings to plan for any upcoming events. How you want to organise this is up to you, just let us know of any support or resources you need. A part of this role is that you will be the primary contact for health and safety for the group. Society staff have full training on this, and there is a rigid support and supervision plan, but for each action you will need to liaise with staff to ensure everything is safe and compliant. We do expect that as an organiser, you will ensure any resources or actions undertaken are in line with our branding and messaging guidelines, and make sure that all advocates understand this also.

As part of the supervision you will receive from staff, we will ask for a report every year summarising your actions and highlighting any key events or stories from your work. Staff will always be on hand to support on anything you need, and we expect organisers to be proactive in coming to us for anything you are unsure on.

#### What training and support available?

As with all of our roles, there will be a full induction to the role, with a gradual introduction of new tasks and responsibilities. To start with we will provide an initial training session to cover the basics of community organising, communication skills, and event planning, to be done remotely from wherever you are. Along with this, we will provide a full pack of resources that cover a range of work that we do.

From there, there will be regular 6-month reviews, at which point we can discuss other training requirements outside of the development of tasks within the role. Staff are always available to organisers for any acute needs, via phone or email.

#### What skills would be useful in doing this role?

(In addition to those listed for advocate)

- High level of personal organisation
- Experience of managing/supervising people
- Experience of working to specific dates and deadlines
- Good time keeping
- Ability to work independently
- Ability to motivate people around a specific topic
- Understanding of the importance of organisational branding
- Ability to judge briefs and translate them into actions depending on your environment
- Experience of reporting on activities
- Excellent knowledge of vegan issues
- It would be beneficial for this role to have access to a vehicle, as some actions may involve resources being sent out to you

If you are interested especially in outreach, the following skills would also be advantageous:

- Willingness to be contacted by members of the public
- Good public speaking skills

What does my availability need to be?

This role does require more time than being an advocate, so we expect organisers to be able to commit around 2-3 days a month for general support, spread out across the month, as well as the availability required of advocates.

Who does this role report to?

This role will report to the Campaigns and Policy Officer, and the Supporter Services Coordinator.

Who can I contact to find out more?

You can contact the Volunteering and Engagement Officer on [volunteer@vegansociety.com](mailto:volunteer@vegansociety.com), or you can call us on 0121 523 1730.