



**Campaigning for the Use, Maintenance, Restoration and
Development of Britain's Inland Waterways**

Vacancy pack

This pack contains all the information you need to apply, including:

- **Useful Information**
Details on our Diversity Policy statement, how we use CVs, shortlisting and pre-employment checks and UK Identification requirements
- **Applicant letter**
Details on how to apply plus closing date and interview date(s)
- **Job description**
A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities
- **Person specification**
A list of criteria that potential candidates should aim to meet
- **Application Form**
Applicants are encouraged to complete electronically and return by e-mail

Useful Information

Diversity Policy Statement

IWA aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Shortlisting

IWA is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

As a charity, we lack the resources to advise all candidates by post if their application is unsuccessful. If you do not hear from us within four weeks of the closing date, we will have decided not to take your application any further. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of UK Residency, Satisfactory Pre Employment Health Check, Two references satisfactory to the Association and, where required, a **Satisfactory Criminal Records Check.**

Dear Applicant

IWA Branch Campaign Assistant

Salary: £18,000 per annum pro rata (based on a 35 hour week) – Position is for 21 hours per week (parent friendly/ flexible)

Location: Chesham, Buckinghamshire

[NB Home working might be an option if the successful applicant has the right volunteer coordinator skills & waterways knowledge – please call to discuss]

Thank you for your enquiry regarding our advertised vacancy for a **Branch Campaign Assistant**. An application form is enclosed, together with a job description and person specification.

If you require any further information about this position please contact me.

Please can you complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

Completed forms should be returned by email to jobs@waterways.org.uk or by post to Jenny Black, Inland Waterways Association, Island House, Moor Road, Chesham, HP5 1WA.

The closing date for receipt of completed application forms is 18th March 2013.

As a charity, we try to keep our administrative costs to a minimum and therefore we shall only be able to advise unsuccessful candidates by e-mail. It is not our policy to discuss reasons for shortlisting individual applicants.

We look forward to receiving your application in due course.

Jenny Black
IWA Volunteers Coordinator

jenny.black@waterways.org.uk
01494 783 453 ext 604



Job title:	IWA Branch Campaign Assistant
Department:	Volunteering and Campaigns
Location of job:	IWA Head Office – Chesham [NB Home working might be an option if the successful applicant has the right volunteer coordinator skills & waterways knowledge – please call to discuss]
Post holder reports to:	Jenny Black – IWA Volunteers Coordinator
Reporting to post holder:	None

Overall purpose of the job:

The Inland Waterways Association has a strong track record as a campaigning organisation undertaking waterway projects at local level for the benefit of all waterway users and in pursuit of maintaining the nation's canals and rivers for navigation.

IWA is seeking to strengthen its well established credentials in this area by recruiting a new Volunteering and Campaigns team member to assist with, and help expand our current branch activities together with our Branch Campaign Officer. The successful applicant will support IWA's branches whilst they plan and coordinate local events, as part of IWA's ongoing commitment to local campaign work, and assist with other campaign work to support the Association's national committees and its Waterway Recovery Group.

Reporting to the IWA Volunteers Coordinator, but working with the Branch Campaign Officer and local IWA volunteers at branch level your role will be to help identify distinct project opportunities for IWA to undertake, and to help project manage the prioritised projects through to completion. Providing assistance to branches in recruiting and coordinating and leading volunteer activity as required.

The role will involve travelling and some out of office hours work.

The [Inland Waterways Association](#) is a registered charity, founded in 1946, which advocates the conservation, use, maintenance, restoration and development of the inland waterways for public benefit. We have 16,500 individual members and over 350 corporate members with a combined membership representing a voice of over 65,000 people supporting and involved with the inland waterways.

IWA works closely with navigation authorities, national and local authorities, voluntary, private and public sector organisations. We campaign and lobby for support and encourage public participation in the inland waterways. IWA also manages the Chelmer & Blackwater Navigation for the public benefit, through its subsidiary [Essex Waterways](#), having stepped in to prevent its closure in 2005. IWA actively supports waterway restoration, and through its waterways restoration volunteering organisation, [Waterway Recovery Group](#), organises and subsidises over 20, week-long waterway restoration working holiday schemes for volunteers of all ages throughout the UK each year, as well as conducting multiple work parties around the country on most weekends. This particularly enables young people to participate in the preservation and restoration of our heritage, and in doing so learn construction and heritage skills.

More than 500 miles of canals and navigable rivers have been re-opened to public use since the Association was founded in 1946. The Association is working to restore a further 500 miles of derelict inland waterways.

IWA is organised into [33 local branches](#) covering geographical areas of the country, through which volunteers coordinate activities as diverse as policing planning applications through the waterway corridor, organising festivals and events to raise public awareness, providing

engineering expertise and arranging affordable insurance for over 180 waterway organisations, restoration societies and trusts, raising money for restoration, and providing education on the value and benefits of their local waterways.

Person specification

Essential Qualities

We are looking for a motivated individual to assist with, and expand our current branch activities alongside our Branch Campaign Officer.

- Excellent communication skills, time management and the ability to work both independently and as part of a team is key.
- Good planning and organisation skills.
- You will be diplomatic and able to work and influence in non hierarchical teams, working collaboratively to help unify the organisation as a team with a purpose, building trust and communication between IWA and its volunteers.
- You will be expected to inspire members and branches to be confident and aspirational.
- You will have experience of using social media and writing press releases.
- You will have an understanding of health and safety requirements when organising events and activities.
- Applicants will also need to be fully IT literate and able to use Microsoft Office software.

Practical Considerations

- The successful applicant will require full access to a car for business use for which travelling expenses will be paid.
- The post holder may be asked to attend events, meetings or conferences outside normal hours – time in lieu would be allocated in this instance.

Desirable Attributes

- The candidate will ideally have experience of working with volunteers, and have had involvement in running and supporting of events.
- Have a self depreciating sense of humour and be capable of handling robust feedback from passionate supporters.
- An appreciation of the inland waterways
- Have a clean driving licence.
- Have a current first aid certificate.

Key Outputs

- To support the work of the Branch Campaign Officer and help deliver a sustainable suite of clearly defined projects in each branch that meets our charitable objectives, accommodates the needs of waterway users, and that successfully engages and meets with approval of the local community, leaving a lasting legacy in the name of IWA.
- Help to promote IWA branch work parties & campaigning through local press, national waterways press, websites, local community groups and local organisations.
- Link with partner organisations and communicate with members of the public in order to plan and promote IWA events in southern England and Wales.
- Encourage local IWA members and new volunteers to join in work parties and other branch activities.
- Sharing good practice and informing branches of what other IWA teams are achieving.
- Recognise volunteer input and celebrate success.
- Support branches using IWA's website in order to keep it fresh and up to date with branch activities, this may also include organising website CMS training days.
- Administrative support to IWA's Volunteers Coordinator and Branch Campaign Officer.

APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No.	JB/IWA
Position applied for	IWA Branch Campaign Assistant
Location	
How did you first learn of this vacancy?	

Identification details

(BLOCK CAPITALS PLEASE)

Surname		Dr/Mr/Mrs/Miss/Ms/Other	
Forenames			
Address			
		Postcode	
Email address			

May we, with discretion, phone you at work? Yes No

Home tel no Daytime tel no

Do you hold a current, valid driving licence? Yes No
 If yes, what type? Full Provisional
 If yes, do you have any current endorsements? Yes No
 If yes, please give details of any current endorsements.

Qualifications relevant to this application (including technical and/or professional).

Please provide details (*note that these may be verified on appointment*)

Current membership of any professional or technical organisations.

Please provide details (*note that these may be verified on appointment*)

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Employment and Education history

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer and/or recent education.** Continue on a separate sheet if necessary.

Employer's full name & address	Job title/ Key achievements & areas of responsibility	Length of time in job/ Reasons for leaving/ Final salary in role

Relevant skills/knowledge/experience

You should outline below how your skills/knowledge/experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. Continue on a separate sheet if necessary.

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Why are you interested in applying for this post?

Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date.

Are you eligible to work in the UK ? **Yes** **No**

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature

Date