

JOIN THE HERD



FUNDRAISING, SOCIAL MEDIA, LEGAL ASSISTANT

We are looking for someone to help us to grow TAAP. The job description follows below – skills are important but so are character and values. So more than anything we need someone who cares about animal and environmental matters, who is excited to make a change, who maybe is riled up and wants to get a bit sassy... someone who is passionate about our charitable objectives. We also need someone who can roll with the punches, who understands that for every win we probably have a bajillion losses. Who appreciates that this work is hard, but can get back up and keep going (we can help with this).

If this sounds like you... then read on.

THE ROLE

We have some money to create a three month, part time contract. We need somebody to help us with work across both Ireland and the UK with:

-Fundraising applications – Writing these is time consuming and we need help to do this. We need you to do the initial drafts for us, that we will review and then we will need you to submit the applications. This means understanding our work and objectives and the projects we are seeking funding for. As we predominately do legal advocacy work, a legal background would be an advantage but not essential.

We can talk you through the ideas but you need to be prepared for a lot of legalese and if you have zero interest in the law – then you will find this dull. This work also requires you to have excellent written skills, good proof reading (because lawd do we make typos) and a bit of flair. We need to stand out. You may be joining the herd but we are all beautiful unique beings in this herd!

-Social media – We would like you to draft one blog post a week and a couple of social media posts. In many ways the social media work is similar to fundraising. You need to understand our work and the broader social and political environment we are working in. The social media posts will largely be in relation to news and we will direct you to content. That said there is a lot of scope for you to make this role your own and we are always interested in new ideas, approaches and views. We want this to be fun! So in addition to all the excellent writing skills required it would be super (but not at all essential) if you had some design flair and some knowledge of basic programmes like Canva. If you've done some pretty designs – send us pics with your application! If you have worked with blog publishing programmes – particularly Wix that would be helpful too.

-Legal assistant – depending on how your workload is going above, we may ask for assistance with general admin tasks on the purely legal side of things. For example we might ask you to find us some case law, articles, studies... It would be great (but again not essential) for you to have good research skills.

MOOLAH/ LOCATION/ NITTY GRITTY STUFF

-The role pays £20 per hour for 2 full days per week (7.5 hours) for 3 months.

-You can pick the days and hours you work – but where funding applications have deadlines we ask that you organise your days around these. We will arrange a meeting with you once a week for an update on your work to discuss how things are going – ideally this would be on a weekday but we are flexible.

- You are a contractor – so you would be responsible for sorting your own tax, there is no paid annual leave included as part of this, no pension scheme etc.
- This is a remote position. Depending on where you are, we could meet in person for some meetings, but there is zero expectation to do this if you do not want to.
- You will need your own computer and internet access etc. We can provide access to programmes such as Canva.
- Your line manager will be our legal trustee – Michelle Strauss
- Preferred start date June/July 2022 – but we can be flexible on this.

WALKING THE WALK

We are, at our heart, a social justice organisation and we care about making the world a better and fairer place. We are acutely aware of the under-representation of minority communities in animal advocacy and encourage applications from people from ethnic minorities, with disabilities, who identify as LBGTQ+, who were the first generation in their family to attend university, or who are currently unrepresented in organisations involved in animal advocacy.

HOW TO APPLY

Please send a CV and cover letter telling us why you think you would be a good fit to info@taaproject.org by 5pm on 20 May 2022.

To help us in our commitment to anonymous recruitment, please do not include your name in these documents, but put your name and contact information (email address and phone number) in the body of the email to which these documents are attached.

We will undertake interviews for those who are shortlisted. If you are not successful we will let you know by email in early June.