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| **JOB TITLE:** | **BAND:**  |
| **Organising Official** | F |
| **PURPOSE OF ROLE/JOB SUMMARY:**  |
| Responsible for organising recruitment initiatives and supporting campaign activity. Developing local representatives, improving branch organisation and developing workplace communications. Providing individual representation for members.  |
| **REPORTS TO:** | National Secretary / Assistant Secretary |
| **KEY DUTIES/RESPONSIBILITIES:** |
| * Work with negotiating teams to identify, plan and deliver recruitment and organising regional and national campaigns in order to increase membership levels.
* Work with branches to map workplaces and identify non-members and campaign issues in order to effectively recruit and organise members.
* Develop communications appropriate for a range of different workspaces.
* Effective case work for members.
* Build branch structures.
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| **EXPERIENCE:** |
| * Knowledge and understanding of the trade union movement and/or community organising.
* Good communication and organisational skills.
* Experience of working proactively, self-managing time and workload.
* Experience of resolving member case work.
* Strong campaigning experience.
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| **KNOWLEDGE, SKILLS & QUALIFICATIONS:** |
| * Knowledge and understanding of employment law.
* Strong planning, organising, analytical and problem-solving skills.
* Knowledge of pensions.
* Knowledge of health and safety.
* Good knowledge of equality, diversity and inclusion (EDI).
* Good IT/communications skills.
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| **COMPETENCIES AND BEHAVIOURS:** |
| * Commitment to recruiting, retaining, involving and developing members.
* Willingness to understand the more detailed requirements of others, by listening to concerns in order to react and respond effectively.
* Develop positive relationships with colleagues, members and others.
* Is self-assured, able to act with confidence and integrity.
* Able to influence through persuasion but also to manage confrontation when required.
* Ability to analyse and evaluate a range of issues in order to identify possible options towards an agreed solution.
* Ability to motivate and inspire branch activists.
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