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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. | | |
| **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. | | |
| **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. | | |
| **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. | | |