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| **JOB TITLE:** | **BAND:**  |
| **Deputy General Secretary** | A |
| **PURPOSE OF ROLE/JOB SUMMARY:**  |
| As a key member of the Senior Management Team, leads and manages a number of regions and sectors, contributing to the development and implementation of strategy, policies and other initiatives in order to move the organisation forward. Responsible for ensuring that Prospect meets its objectives of increased membership and improved workplace representation. |
| **REPORTS TO:** | General Secretary |
| **KEY DUTIES/RESPONSIBILITIES:** |
| * Develops and maintains effective representation at the highest level with key figures in other unions, major employers and government bodies in order to further the interests of Prospect and its members.
* Leads and manages a large area of the union and ensures that staff are clear about their role and objectives and are trained and developed to understand the needs of members and achieve successful outcomes.
* Leads the development of sectoral and other relevant policies and contributes to the strategy of the union to ensure that Prospect is well placed to meet future challenges.
* Monitors performance to ensure that the relevant regional and sector teams deliver high standards of member representation and effective outcomes within financial targets.
* Sectoral spokesperson on behalf of Prospect dealing with media requests.
* Tutors on relevant Prospect training programmes.
* Responsible for managing National Executive Sub Committees
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| **EXPERIENCE:** |
| * At least 5-7 years senior level leadership experience in a trade union environment or equivalent.
* Ability to take ownership when dealing with difficulties. The ability to manage a range of professional staff and ensure they are developed and meet their objectives.
* Experience of working proactively, self-managing time and workload.
* Experience in negotiating and drafting policy for senior internal and external audiences
* People management experience, including staff development and succession planning
* Experience of budget management and comprehension of financial data
* Experience of working successfully with volunteers.
* Experience dealing with high profile stakeholders and governance boards.
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| **KNOWLEDGE, SKILLS & QUALIFICATIONS:** |
| * Employment law qualification or demonstrable equivalent experience. Understanding and expertise in collective labour law.
* Good knowledge of pensions and Health & Safety.
* Good knowledge of equality, diversity and inclusion (EDI).
* Strong IT, internal and external communications skills.
* Good knowledge of contemporary industrial relations.
* Ability to prepare relevant communications reports that meet appropriate standards of accuracy .and numeracy.
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| **COMPETENCIES AND BEHAVIOURS:** |
| * Ensures that managers are motivated and engaged and have clear objectives and operational plans.
* Demonstrates leadership to achieve successful results for Prospect members, both internally and externally.
* Builds and maintains important networks with key figures in the union movement and Government to promote the interests of Prospect.
* Able to communicate at all levels in an appropriate style to achieve credibility and respect.
* Composes and manages detailed operational plans to operate effectively in complex areas of the union’s activities.
* Able to analyse and evaluate the most complex issues to develop an effective solution.
* Prepared to take difficult decisions on important issues.
* Keeps staff up to date on a regular basis and maintains a positive working environment.
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