



13 Jan 2022

To: Applicants for the post of Industrial Official, Singers & Dancers

Dear Potential Candidate,

Thank you for your request for an application pack and further details of the above post with Equity.

Please find enclosed information about the post. This pack also includes information about working for Equity and guidelines for completing the application form. You should read the guidelines before completing the application form.

Should you wish to discuss the role prior to submitting your application please contact Nick Baker as below.

If you are not invited to interview, then I am afraid we will not be able to acknowledge your application or provide feedback. If you are invited to interview, you will be notified shortly after the closing date. It is anticipated that interviews will be on **Thursday 17 February 2022** on Zoom.

The closing date for this post is **12 noon** on **Sunday 6 February 2022**.

Please send completed applications to Nick Baker nbaker@equity.org.uk

Please note that CVs in isolation are not accepted

Yours faithfully,

A handwritten signature in black ink, appearing to read "Paul W Fleming".

Paul W Fleming
GENERAL SECRETARY

JOB CONTEXT FOR THE POST OF INDUSTRIAL OFFICIAL, LIVE PERFORMANCE DEPARTMENT

EQUITY

Equity is the UK trade union for professional performers and creative practitioners. As a leading industry organisation, Equity is known and respected nationally and internationally for the work we do with, and on behalf of, our members working across all areas of the entertainment industry.

We are a campaigning and organising union and proud of our strong record of taking the things that matter to our members to parliament and other centres of influence. Members are at the heart of all the Union's activities and by getting involved they drive forward the work of the Union.

Equity works to support its 48,000+ members by negotiating their terms and conditions including fee structures with all kinds of employers and employer's groups.

BACKGROUND

The Union has a team of staff in offices across the UK who have a wealth of experience and expertise when it comes to advice and representation. They are able to deal with the issues raised by members working in all areas of the industry whether it be a major feature film, a theatre in education show, radio voice overs, a circus act or any other live or recorded work.

Equity is seeking to appoint an Industrial Official based in the Live Performance Department with specific responsibility for developing the Union's offer to Singers and Dancers. Working with Equity's Dancers, Singers Committee, Opera Deputies Committee and the Commercial Dancers Network the post will monitor and enforce existing collective agreements as well as develop new relationships with engagers and establish new networks for members.

We are specifically looking for applicants who can develop new ideas and projects and who would enjoy meeting members in the various workplaces. Whilst the post holder will conduct negotiations on behalf of members employed on a permanent basis in the Opera and Ballet companies as well as freelance performers, support will be given. The post holder will work across both Equity's Live Performance and Recorded Media Departments.



JOB DESCRIPTION

DEPARTMENT:	LIVE PERFORMANCE & RECORDED MEDIA
JOB TITLE:	INDUSTRIAL OFFICIAL, SINGERS & DANCERS
GRADE:	INDUSTRIAL OFFICIAL
REPORTS TO:	ASSISTANT GENERAL SECRETARY (LP)
DATE:	January 2022

1. JOB PURPOSE

Industrial Officials in the Industrial Departments work under the leadership of the Assistant General Secretaries and in liaison with the National and Regional Officials. They are responsible for providing effective negotiations and service to members. The specific areas covered by each Official are set by the Assistant General Secretary, and may vary from time to time. Responsibilities may be shared across both Live Performance and Recorded Media Departments.

2. MAIN DUTIES

1. To be responsible for the monitoring and enforcing of collective agreements. Where appropriate, to lead negotiations with employers for revision of national or house agreements and to establish new agreements.
2. To be responsible for implementing the organising policy and strategy within the areas covered by the post of the Official.
3. To represent members in dispute with employers, including at Joint Industrial bodies, Industrial Tribunals, Small Claims process in the County Court, etc.
4. To respond to queries from members and others and give advice on interpretation of agreements and enquiries arising from individual engagements. To develop and update recommended guidelines where appropriate.

5. To actively develop and participate in campaigns aimed at safeguarding members' interests and to represent the Union on various outside bodies as nominated by the Secretariat.
6. To work with the Membership, Operations and Administration Department to ensure that all members working in their area of responsibility are in benefit. To recruit and retain members in conjunction with the Membership, Operations and Administration Department. To receive and process applications for membership of the Union where the work obtained by the applicant is in the Official's area of responsibility.
7. To supervise the Department's Assistant Organisers, as appropriate.
8. To administer Committees, Branches or Working Parties as appointed by the Assistant General Secretary. These may vary from time to time.
9. To liaise with the National and Regional Officials and provide specialist advice on collective agreements, etc., in the Official's specific areas of responsibility, when appropriate.
10. To liaise with the Organisers to co-ordinate visits and inform of relevant matters, including those relating to the recruitment and retention of members.
11. To work on cross-departmental industrial areas, under the direction of both Assistant General Secretaries, and in collaboration with Officials from both industrial departments, as necessary.
12. To acquire and maintain a working knowledge of all areas of the union's industrial work and their respective collective agreements, in order to be able to support or cover the work of any other Official across the union, as necessary.

3. GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.

6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

4. PERSON SPECIFICATION

The following requirements are essential for the role of Industrial Official:

1. A Degree or similar, e.g. HND, Legal Qualification or other vocational qualification.
2. Good IT skills and efficient Secretarial skills.
3. Negotiation skills. Able to influence through constructive argument and demonstrate the ability to lead successful collective negotiations and negotiations on behalf of individuals.
4. Organising Skills. Able to understand organisational goals and requirements for organisational change and organise and persuade staff and members of the Union to deliver these goals and changes. Show proven organising ability and skills.
5. Team working. Understand and demonstrate the qualities of team working and leadership to achieve organisational goals; able to motivate both staff and members of the Union; and be able to supervise work and delegate effectively, able to plan and prioritise work of administration staff.
6. Problem solving. Demonstrate capability of analytical thinking; able to evaluate and assess information and draw logical conclusions. Demonstrate an understanding of contracts and their application and have some understanding of relevant legislation.
7. Communication skills. Able to communicate ideas and information with clarity and accuracy (both written and verbal); show ability to give successful public presentations to groups of members and externally; communicate and work effectively with colleagues and external organisations; be able to influence and persuade others and to build alliances and partnerships.
8. Commitment to member care. Commitment to increasing membership through high quality organising and service provision; demonstrate firm understanding of member care and issues relating to membership recruitment and retention.
9. Conflict Resolution. Demonstrate an understanding of conflict resolution, conflict resolution methods and processes and have experience of successful conflict resolution.

PARTICULARS OF TERMS OF EMPLOYMENT

HOURS OF WORK

35 hours per week (full time)

EMPLOYMENT STATUS

Permanent

SALARY

New starters will be appointed at the bottom point of the appropriate salary scale. The starting salary for the post of Industrial Official is £58,540.28 (including London Weighting).

HOLIDAYS

Annual leave entitlement is 29 days per annum, with an additional holiday of 2 days which may be nominated during the Christmas Public Holidays

PENSION

A contributory pension scheme is available

PLACE OF WORK

London head office: Guild House, Upper St Martin's Lane, London WC2H 9EG

TRAVEL

You will be required periodically to travel within the United Kingdom and elsewhere from time to time as may be reasonably required having regard to your role and responsibilities

UNION MEMBERSHIP

Equity encourages all its employees to belong to a relevant recognised trade union

GUIDE TO COMPLETING THE APPLICATION FORM

This guide is provided for the assistance of applicants and should be read before completing the form.

Please either type directly onto the form using Microsoft Word or print out and complete the form in black ink. If sending applications via email, please ensure the format is compatible with Microsoft Office.

Please complete the equality monitoring form and return with your application form. The equality monitoring form is separated from the application form immediately on receipt.

Applicants are required to address the job description and person specification when providing information in support of their application. The form is designed to assist in this process. Applicants should therefore avoid the use of standard curriculum vitae documents not prepared specifically for the post in question.

If you need assistance completing the application form, please contact Nick Baker on nbaker@equity.org.uk

If you are unsuccessful, your application will be destroyed after six months. If you are the successful candidate, relevant information will be taken from this form and used to form part of your personnel record.

1. PERSONAL DETAILS

If you give more than one telephone number please specify which is best to contact you on.

2. EMPLOYMENT

You need to provide details of your present or most recent job.

For the previous employment section please include all work including part-time, voluntary and work at home. Remember to list most recent first. If you have no previous employment, write 'none'.

Please include any information about other relevant experience you have. For example voluntary work or trade union work.

3. REFERENCES

You need to provide the names of two people who will provide a reference. It is important they are able to verify and substantiate the evidence provided on your application form, therefore, one of the references should be your present or most recent employer.

4. EDUCATION

This section should be used to show the range of skills you have acquired which would assist you in the post.

5. STATEMENT IN SUPPORT OF YOUR APPLICATION

This section will be considered against the person specification as part of the shortlisting process. This is an opportunity for you to say why you believe you should be appointed to the post, and to provide any additional information on skills, abilities and experience, required by the person specification, that the application form has so far failed to provide an opportunity for you to display. It is important, therefore, that you ensure you translate your experience, knowledge and understanding into written evidence to support your application.

6. DECLARATION

If you give false or misleading information on your application form, it will be rejected.

If you gain employment with Equity by making such statements, you will be liable to action which could result in your dismissal.

7. EQUAL OPPORTUNITIES MONITORING FORM

Equity is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all prospective and existing employees. We would therefore be grateful if you would complete the questions on the enclosed form.

The information will be used for statistical and monitoring purposes only, and will be treated in confidence and be subject to the provisions under the current Equality Legislation and Data Protection Act 2018.

8. COMPLETED FORMS

The completed Application Form and Equal Opportunities Monitoring Form should be returned to:

Email: nbaker@equity.org.uk

If you are not invited to interview, I'm afraid we will not be able to provide feedback on your application.

WORKING FOR EQUITY

Equity staff work in collaboration with members to improve the working lives of performers and creative professionals. We are known and respected nationally and internationally for the work we do and we have a wealth of experience and expertise when it comes to collective bargaining, negotiation, advice and representation.

We are a campaigning and organising union which values:

- Equality, fairness, respect and social justice
- Building lasting relationships with members and recruiting non-members
- Professional and personal development
- Working together to achieve our goals
- Thinking creatively to continually improve the way we do things

ORGANISING FOR SUCCESS

Our Organising for Success strategy informs the work of every member of staff in the organisation. Equity's ambition must be more than simply the recruitment of more members; our strength comes from developing activists amongst the membership and working together with them to achieve our goals.

Deputies in workplaces, activists in Branches and Committees, all need to be developed and nurtured. By working together in partnership we move the organisation forward.

The Union is not the building or the staff, but rather the 48,000+ members of Equity being organised to be united and active.

The goal of the 'Organising Approach is to build the Union's power in our workplaces and industries to a greater extent than it exists today and we achieve it by involving members more in Equity's activities and by providing training and co-ordination across the organisation.