



13 Jan 2022

To: Applicants for the post of Organiser, Live Performance

Dear Potential Candidate,

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 **Tuesday 15 February 2022**. The interviews will be held at our central London office.

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 ORGANISER, LIVE PERFORMANCE

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 Organiser to work with and support the Industrial Official based at Head Office who has key responsibility for Variety, Live Entertainment and Circus. Working with Equity's key Industrial Committee and the various Branches and Networks of members, which include for example Comedians, Children's Entertainers and Storytellers, you will visit members working in a wide range of workplaces, from pubs and clubs, to holiday camps, theme parks, Magician Conventions and the Edinburgh Fringe. This post will develop relationships with our members who work in the area of live entertainment, most of whom are entirely self-employed, and you will assist in obtaining the Union's current key objectives and developing collective Agreements where possible. We are specifically looking for applicants who enjoy meeting members in a range of very different workplaces, can initiate projects and who have a flexible approach to managing their working hours. Although the position is primarily based from the Head Office in London, there will be some travel involved and work with Variety Branches and Officials based in the Nations and Regions.

This is an exciting, fast-paced and outward-facing role, regularly meeting members and non-members in the workplace, and implementing the union's recruitment and retention strategies. The successful applicant will demonstrate the ability to plan and implement initiatives and to co-ordinate work with the other Organisers both nationally and regionally. Equity is seeking applicants who can demonstrate commitment to the trade union movement.



JOB DESCRIPTION

DEPARTMENT: LIVE PERFORMANCE

JOB TITLE: ORGANISER, VARIETY (BASED IN LONDON)

GRADE: ORGANISER (15-17)

REPORTS TO: ASSISTANT GENERAL SECRETARY (LIVE PERFORMANCE)

DATE: January 2022

1. JOB PURPOSE

To proactively take forward and implement across the Live Performance Department the union's Organising for Success strategy, and through the strategy to optimise growth in membership across variety and light entertainment and other areas as required. To identify new areas of work where membership could be built. To work with and support the Industrial Official, Variety, and the National and Regional Officials and Organisers as necessary. To work together with the relevant Organisers and Officials to visit and co-ordinate work on behalf of members working in variety, circus and live entertainment and to work with the Union's applicable Industrial Committee, Networks and Branches. To work closely with all Organisers to co-ordinate the development of all recruitment and retention work. To take responsibility for the administration and event planning for events as required.

The effectiveness of this post will be measured with specific reference to the number of visits undertaken, and deputies established (where appropriate) and through feedback from visits. The union's overall growth in membership numbers and membership income will also be taken into account, together with the fulfilment of the relevant Live Performance Objectives.

2. MAIN DUTIES

- 1) To visit and organise, in the workplace, Equity members to promote the union's organising strategy and benefits of membership.
- 2) Through organising, to promote the benefits of membership to former and non-union members, and to equip Equity members to recruit colleagues after the visit has taken place.
- 3) To be conversant with Equity's agreements and campaigns, and to be up-to-date with the union's activities.

- 4) To establish deputies, or regular points of contact, within the cast/workforce as appropriate.
- 5) To raise with members industrial and campaigning issues as required.
- 6) To answer basic queries on industrial matters that do not require escalating to an Industrial Official. To pass any case work identified immediately to the appropriate Official.
- 7) To work with Live Performance Industrial Officials and the National and Regional Officials and Organisers to co-ordinate and support workplace visits.
- 8) To administer and support Area Networks or other structures as appointed by the General Secretary, and to assist in the administration and support of branches in the area.
- 9) To identify new areas of work where membership could be built and in particular areas where young people are working who may have no previous connection to the work of the Union.
- 10) To prepare and give written and verbal reports on the work undertaken as required.
- 11) To participate in working parties, steering groups, etc. as required.
- 12) To visit students in performing arts institutions to talk to them about student membership and graduate membership as required.
- 13) To plan and manage own workload, and prioritise in discussion with the Assistant General Secretary, Live Performance.
- 14) To undertake any other duties commensurate with the grade.

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 email. 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 may be evening and occasional 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 2018.
- 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.

PERSON SPECIFICATION

Education/Qualifications

- Educated to a good standard and able to demonstrate highly competent written skills

Knowledge

- Knowledge of and affinity with the role and aims of trade unions and democratic structures

Experience

- Working within a trade union, membership organisation or in a similar job role involving outreach and communication with a variety of different people
- Team working to achieve organisational goals
- Proven ability to devise and implement projects
- General administrative experience including filing, photocopying, data entry and typing
- Worked with committees or other democratic structures.

Skills and Approach

- Excellent written and verbal communications skills
- Computer literate – including Microsoft Office applications, word processing and email
- Able to draw up own correspondence, build and maintain filing systems and undertake all routine office administration duties
- Able to develop and implement strategies and projects and work unsupervised through to completion
- Commitment to the Trade Union movement and enthusiastic about the aims and objectives of Equity
- Team worker – able to develop and maintain cooperative working relationships
- Articulate and persuasive
- Good sense of political judgement
- Good organisation skills
- Self-motivated and energetic
- Confident and outgoing – able to “win” colleagues over
- Good up-to-date knowledge of current affairs

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 Organiser is £45,925.90 (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 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: Nick Baker 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.