



## **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