

JOB DESCRIPTION

Title	Area Organiser/Assistant
Grade	14-18
Department	Nations & Regions
Reports to	Deputy General Secretary
Date	October 2023

1. JOB PURPOSE

To proactively take forward and implement, across both industrial departments, the union's organising strategy, and through the strategy to optimise growth in membership. To identify new areas of work where membership could be built. To work with and support the Area Official as necessary and as required to deliver the organising strategy.

The effectiveness of this post will be measured with specific reference to the number of visits undertaken, membership density, the number of deputies established and individual campaigning and organising objectives.

To support to the Area Official with particular emphasis on the recruitment, retention and organising of members. The post holder will provide general administrative services to support the Area Official, these services will be provided in a manner which is responsive to the demands of the organisation.

2. MAIN DUTIES

1. To visit workplaces and training institutions, recruit members in accordance with the union's industrial objectives, promote the union's organising strategy and benefits of membership.
2. To be conversant with Equity's agreements and campaigns, and to be up to date with the union's activities.
3. To establish deputies, or regular points of contact, within the cast or creative team.
4. To identify and action industrial and campaigning issues as required.
5. To answer basic queries on industrial matters that does not require escalating to an Official. To pass any case work identified to the appropriate Official.
6. To undertake organising projects in order to identify new areas of work where membership could be built.
7. To prepare and give written and verbal reports on the work undertaken as required and keep up-to-date records on the membership system and organising projects.

8. To participate in the running and administration of branches, networks, area meetings, working parties, steering groups etc. as required, and identify and develop activists.
9. To plan and manage own workload and prioritise in discussion with the National/Regional Official, Deputy General Secretary, and Officials in the industrial departments, nations and regions.
10. To organise and deliver events such as activist training and member engagement.
11. To undertake any other duties commensurate with the grade.
12. To provide a multifunction administrative service to include: answering initial queries from members, potential members, and industry stakeholders.
13. To support the effective delivery of our case working services.
14. To assist with the office management and take responsibility for ordering supplies etc.

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 regular evening and weekend work.
3. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
4. To undertake all duties within Health & Safety regulations/policy.
5. 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 Area Organiser/Assistant:

Education/Qualifications

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

Knowledge

1. Knowledge of and affinity with the role and aims of trade unions

Experience

1. Working within a trade union, membership organisation or in a similar job role
2. Team working to achieve organisational goals
3. Proven ability to devise and implement projects
4. General administrative experience including filing, photocopying, data entry and typing.
5. Worked with committees or democratic structures

Skills and Approach

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