

JOB DESCRIPTION

Title	Assistant Organiser
Grade	8-12
Department	Industrial (Live Performance/Recorded Media)
Reports to	Assistant General Secretary (Live Performance/Recorded Media)
Date	August 2022

1. JOB PURPOSE

To provide full administrative support to the Assistant General Secretary and the Department's Officials with particular emphasis on the recruitment, retention, and servicing of members.

To keep updated agreement rates and to ensure that these are distributed and available. To give initial advice on standard agreements and contracts for members and to answer queries as appropriate.

To undertake advice and case work on behalf of members working on non-standard contracts and agreements. To undertake cast visits as required to support Department's Officials and Organisers.

To provide diary management and administrative support to the Assistant General Secretary and Officials, and to act as a library resource for the department.

2. MAIN DUTIES

1. To provide administrative support, including filing, general office duties, maintenance of databases, and other relevant administrative work.
2. To provide general information as required to people seeking to join Equity and provide assistance where necessary in the recruitment process.
3. To identify current productions and to identify the membership status of all relevant categories of artists on any particular production in the relevant area, and undertake all the necessary clerical assistance required to recruit non-members and retain existing members.
4. To be a contact for Equity Deputies including visiting their places of work, sending out Deputy's packs, organising commission and other clerical assistance as requested. To be responsible for organizing newsletters and support networks and to liaise with relevant Committees or other Equity networks or democratic structures as appropriate.
5. To provide initial advice on a range of standard contracts and agreements covered by the department and to assist members as appropriate and in consultation with Officials.
6. To provide advice to members on a range of workplace issues and where necessary undertake case work up to and including work in the County Court.

7. To organise member events as requested by the Assistant General Secretary.
8. To develop activities, campaigns and materials in consultation with the Assistant General Secretary and assist in other member structures and initiatives.
9. To provide letters of introduction as requested by members to other entertainment unions located overseas.
10. To visit workplaces as requested by the Assistant General Secretary and Officials.
11. To keep a record of up to date rates and ensure that these are distributed to all relevant Equity staff and maintained on the website. To ensure other relevant material on the work of the department is current and available on the website.
12. To assist in the administration of Committees including distribution of minutes/reports, maintenance of registers, etc.
13. To take messages in the absence of the Assistant General Secretary and Officials.
14. To provide lunchtime and holiday cover for any of the other Department's Assistant Organisers as requested.
15. To assist in the development of and participate in Departmental initiatives including recruitment and retention activities as requested.
16. To maintain a library of resources on employment matters, including the maintenance of current Labour Research publications and other relevant material necessary to assist the Officials.

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 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.
6. To undertake any other duties commensurate with the grade.

4. Person Specification

The following requirements are essential for the role of Assistant Organiser:

1. Be educated to a good standard, Degree level or other relevant vocational qualifications, or equivalent experience.
2. Demonstrate a commitment to increasing membership through high quality service provision and demonstrate a firm understanding of member care and issues relating to membership recruitment and retention.
3. Show good communication skills and the ability to provide clear verbal and written advice and take forward routine case work, up to and possibly including simple litigation.
4. Demonstrable effective verbal communication/public speaking skills.
5. Computer literate with full understanding of Microsoft Office.
6. Able to draw up own correspondence, build and maintain filing systems and undertake all routine office duties.
7. Demonstrate ability to service committees or other structures, including taking effective minutes and drawing up agendas.
8. Able to work as part of a team.
9. Demonstrate an understanding and commitment to the role of trade unions in society.