

JOB DESCRIPTION

Title	Organiser
Grade	14-18
Department	Industrial (Live Performance/Recorded Media)
Reports to	Assistant General Secretary (Live Performance/Recorded Media)
Date	February 2024

1. JOB PURPOSE

To proactively take forward and implement across the relevant industrial department the union's organising strategy, optimise growth in membership, and identify new areas of work where membership could be built. To work with and support Officials and other Organisers as required to deliver the organising strategy.

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

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 Officials, the Assistant General Secretary, other industrial departments and Officials in the 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.

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 Organiser:

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