

### JOB DESCRIPTION

<b>Job Title</b>	<b>Organising Assistant</b>
<b>Accountable to</b>	<b>Senior Organiser</b>
<b>Grade</b>	<b>5</b>
<b>Place of Work</b>	<b>Regional Office</b>
<b>Hours of Work</b>	<b>Unspecified</b>

#### 1. MAIN RESPONSIBILITY

- **Assisting to identify unorganised workplaces for recruitment, assisting in the recruitment and retention of members and providing accompanying rep's service**

#### 2. SPECIFIC TASKS AND DUTIES

- Assist recruitment of workplace representatives in assisting branches to recruit and organise members
- Assist monitoring workplaces and carrying out membership mapping.
- Under Officer's supervision, carry out initial support training for representatives
- Working with Branches to identify unorganised workplaces for recruitment, assisting in the recruitment and retention of members and reporting back to Officers.
- If necessary, handling individual grievances providing representation through the internal procedures.
- Representing members on disciplinary issues and ensure the necessary steps are taken to protect the member's position should the disciplinary lead to dismissal; i.e. book legal surgery and ensure application is lodged within the time scales.
- Assisting in handling smaller scale collective grievances, providing representation through all internal procedures
- Assisting an Officer in preparing and presenting claims for improvements in pay and conditions, avoiding deadlocks.

- Providing support to union representatives on a wide range of subjects including grievance, disciplinary and health and safety issues.
- Storing and retrieving information both on paper and using IT. In addition ensure the members receive all relevant information and leaflets etc.

### **3. ADDITIONAL DUTIES**

- Taking part in election campaigns in support of the Labour Party
- Any other reasonable duties as required.

### **4. PERSON SPECIFICATION**

#### **SKILLS/ KNOWLEDGE/ EXPERIENCE/ QUALIFICATIONS/ TRAINING**

- Organises own workload and with the minimum of supervision
- Works effectively with secretarial and clerical support staff and as part of a team
- A proven record of recruitment and other duties including grievance, disciplinary and organisation of workplaces
- Knowledge of the Trade Union movement
- To be able to communicate and react in various environments
- To be able to lead in various issues and campaigns
- To be willing to travel, sometimes at short notice
- To be able to work as part of a team and contribute meaningfully
- The ability to work on his/her own and organiser own workload effectively
- To have a good knowledge of workplace agreements, employment legislation, local issues, workplace issues
- Have a good knowledge of IT
- To be willing to continue building the skills and knowledge available through the various courses and workshops that are available

- To be able to communicate effectively at all levels, i.e. management, members, shop stewards, officers
  - Have a good understanding of the email system and appropriate methods of communicating
  - To have good communication skills both verbally and written
  - To have a willingness to be flexible with the hours required to do the job
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