

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Senior Organiser</b>
<b>Accountable to</b>	<b>Regional Secretary</b>
<b>Grade</b>	<b>9</b>
<b>Hours of Work</b>	<b>Unspecified</b>

### **Main Duties and Responsibility**

- 1)** The SO's duties will include a range of managerial, advisory, co-ordinating, direct recruiting, retention and organising responsibilities.
  - The SO's primary responsibility is to increase and retain GMB membership, co-ordinate and develop strong workplace organisation through regular health checks and strong Branch organisation in any sector of employment, as directed by the Regional Secretary.
  - With the authority of the Regional Secretary, the SO will plan, co-ordinate and supervise the recruitment, retention and organisational work of any other grade of GMB Regional employees, so allocated to such duties in their specified sectors.
  - The SO will reduce the proportion of time spent on National / Regional JIC's, and other equivalents, and to concentrate any other grade of GMB Regional employees so allocated to such duties, on membership recruitment, consolidation, workplace health checks, retention and direct services.
- 2)** The SO will be responsible to the Regional Secretary, and in conjunction with him / her, establish and maintain information on the extent of Officer coverage by industrial sectors, and industrial agreements, for relating this coverage to whole-time equivalent Officer resources.

**3)** The SO will be responsible for:

- The co-ordination of recruitment, organisation, workplace health checks and membership retention in those industries or sectors for which they have a responsibility.
- Initiating and directing activities to encourage members to become more active in those industries and sectors.
- Identifying and exploiting areas of potential membership growth and retention.
- Ensuring that application of good industrial relations and practices are applied in achieving GMB recognition from employers.

**4)** The SO will be accountable to the Regional Secretary, and in conjunction with him / her, will be responsible for:

- Providing whatever co-ordination is necessary with National Secretaries and National Officers over recruitment, retention, workplace organisation, and other strategic issues in those industries or sectors for which the SO is responsible.
- Ensuring that there is strong reliable back-up and support for all workplace representatives.
- Ensuring there is strong reliable back-up and support for Branch organisation and recruitment activities.
- Assisting and supporting Organisers (or any other grade of GMB Regional employee) in carrying out their duties and responsibilities.
- Improving internal communications, education, media relations and broad direction of specialist services in the areas covered by the SO.
- Promoting and developing the implementation of GMB policies throughout the sections for which the SO is responsible.

- Assisting in the development of a more locally based Officer force with a clearer identity, and in the reviewing of the nature and location of Officers within the Region.
  - Improving the standards of servicing of the membership.
- 5)** The SO will be responsible for broad industry groupings of membership within the Region and will be required to undertake negotiating responsibilities, where relevant and necessary.