

JOB DESCRIPTION

JOB TITLE:	National Equality & Inclusion Organiser
Accountable to:	Head of Internal and Industrial Relations
Grade:	7
Place of Work:	National Office
Hours of Work:	Unspecified

OVERVIEW – SPECIFIC TASKS AND DUTIES

- The post holder will make a key contribution to the work of the Internal and Industrial Relations Department in mainstreaming equality through industrial campaigns within the GMB
- The post-holder will work to achieve two crucial aims for GMB:
 - Building the union
 - Delivering change for and with GMB members
- To lead permanent and ad hoc equality activist networks and committees, delivering expert equality knowledge for industrially-focused organising, recruitment and campaigning activity across GMB
- To identify and assist in the development of lay equality activist leaders
- To lead the GMB's work with LGBT+ and Disabled Workers activists, supporting activist leaders to identify organising opportunities in branches, regions and workplaces
- To support, with Regional Young Workers Organisers, the national Young Workers' Committee and Network, building young worker engagement with the industrial aims and future of the union
- To arrange meetings, webinars and conferences

- To coordinate and provide up to date information on GMB workplace equality toolkits and policies across GMB regions/nations and to provide training and briefings on the use of these as organising tools
- To establish and deliver GMB campaigns on equality issues
- To provide specialist Equality & Inclusion policy advice and guidance to officers, lay activists and negotiators to assist in workplace organisation, recruitment and campaigning
- To create, coordinate, deliver and evaluate training on equality topics to GMB activists and organisers, building skills and capacity for industrial organising

DETAILED JOB DESCRIPTION/TASKS

Organising, planning and events

- Organise and lead webinars and meetings, virtually and in person, including some evenings and occasional weekends
- Project manage and deliver key national equality events and delegations including National Equality Conference, 5 strand summits and delegations to TUC equality strand conferences and Labour Women's Conference. Undertake this work using own initiative, developing procedures, solving problems and making decisions at own discretion
- Coordinate members in 4 x national self-organised group networks; develop relationships with and lead organising of LGBT+ and disabled workers and SOG networks; provide some logistical support to women's and race networks
- Plan budgets and commit to expenditure required in line with successful delivery of above events

Influencing and networking

- Utilise skills and knowledge to ensure self-organised nature of work empowers and builds capacity amongst activists whilst being accountable to whole GMB membership. Persuade others of importance of self-organised approach
- Deploy understanding of Labour Party structures including equality structures; work with Political Officers and Research and Policy Team to influence politically on equality matters; contribute to GMB responses to Labour Party and government consultation documents and legislation
- Lead department engagement with the TUC Equality and Strategy department; advocate for GMB positions
- Develop effective communication and working relationships with National Officials, Senior Managers and regional equality officers
- Deputise for other department staff where necessary, externally and internally
- Build positive working relationships with stakeholders across the wider labour movement to support the equality industrial aims of the GMB and to increase the union's profile

Communications

- Liaise with designers, printers and internal colleagues on production of publications including design, proofing, updating and costing including specialist knowledge of accessible formats
- Deliver presentations, including on complex or technical topics, to seminars and conferences, and large groups of members
- Prepare reports, briefings, agendas and accurate minutes including reports to major national committees, e.g. GMB CEC
- Produce high-quality workplace toolkits and resources including basic graphic design

- Manage Equality and Inclusion/Internal Relations and Training Department website and social media content in collaboration with department officers and Communications Department

Knowledge and policy

- Utilise in-depth specialist equalities knowledge and experience to provide guidance and assistance to officers in developing initiatives
- Provide key input on ensuring intersectionality of department's work is prioritised, across all equality strands, including by providing specialist guidance and support to the Women's Campaign Unit and the National Race Officer where required
- Contribute to policy development through democratic lay structures: drafting CEC Congress stances for motions allocated to the equality section of the department including coordination of completion by other department officers where appropriate
- Deploy specialist knowledge of all equalities strands to provide policy support for GMB motions on equality and inclusion topics to TUC Congress and Labour Party Conference

Training, culture and interpersonal skills

- Deploy a high level of written and verbal communication skills, empathy, resilience, tact and persuasive language when working with colleagues and lay activists
- Ability to regularly engage constructively with, and communicate, sensitive and contentious topics and situations and to support others to do so
- Provide high-quality organising and campaigning-focused training to groups of members (and organisers) on equalities topics

- Sit on the GMB Taskforce for Positive Change and/or as equality lead on other future internal cross-organisation equality working groups or committees
 - Lead on GMB campaigns and organising for LGBT+ and Disabled Workers strands including collaborative leadership of delegations to external events
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PERSONAL SPECIFICATION

- A leader who is a clear advocate of GMB objectives who inspires and motivates others
- Ability to demonstrate specialist knowledge of equality legislation and issues in employment and be dedicated to updating knowledge specifically in relation to Equality & Inclusion
- Specialist knowledge of contemporary equalities issues and theory and practice of equality organising gained through formal training and on the job experience
- An awareness of the principles and objectives of the Trade Union movement and understanding of trade union approaches to equality & inclusion
- An awareness of the political environment in which trade unions operate including of Labour Party structures
- Proven experience of running large scale events such as conferences, workshops or training
- Proven ability to manage workload, conflicting simultaneous deadlines and demands, with high attention to detail and sustained mental concentration
- Excellent interpersonal, oral and written communication and presentation skills with the ability to build relationships with a wide range of staff, members and external organisations

- Ability to undertake research on equalities topics with specific, but not exclusive, focus on LGBT+ and Disabled Worker issues
- Ability to translate written policy and research into succinct, accessible, practical resources for a lay audience
- Ability to communicate with and influence a diverse range of stakeholders including colleagues, GMB activists and external contacts
- Ability to manage financial and budgetary control procedures effectively and efficiently
- Ability to independently develop and implement new policies, procedures, and strategies
- Ability to meet requirement to occasionally work in the evenings or at weekends
- Excellent keyboard and IT skills, with strong knowledge of Microsoft packages, membership databases, CMSs, and social media platforms
- Ability to model positive professional behaviours and inclusive and reflective ways of working across and outside GMB