

GS/DD/JF

October 2020

Dear Colleague

Organiser Vacancy, Inverness

GMB Scotland is seeking applications from individuals for an Organiser position from those with a desire to help us build the membership of the union.

The role will be based in our office in Inverness but the successful applicant needs to be aware that they may be required to work from any location within GMB Scotland at the discretion of the GMB Scotland Secretary, in order to meet the needs of GMB Scotland. A copy of a job description for an Organiser is attached.

Applicants must have a proven record of the following:

- Campaigning, servicing, organising and recruitment
- A broad understanding of trade union objectives, and a strong personal commitment to these objectives
- A commitment to supporting and developing lay activists
- Applicants must be prepared to work as a team, and the successful candidate would display strong interpersonal skills and an ability to communicate effectively in challenging environments
- On a personal basis, the applicant would need to display energy, enthusiasm, resilience, commitment, and an ability to use individual initiative.

Since the backgrounds of suitable candidates can vary enormously, we are requesting that interested applicants should not only send a CV, but also a special report (up to 500 words), which should describe what you believe is involved in the role, and why you believe you would be successful. The official application form must be completed and can be requested from janice.flynn@gmb.org.uk

Training will be provided to the successful candidates, who will receive an excellent package of benefits and terms and conditions. This includes a car, so all prospective candidates are required to be in possession of a full current driving licence. It should also be noted that the hours of work for the role are unspecified and will necessarily entail an element of unsocial hours, including weekend work. Periods of working away from home will also be required.

The closing date for the receipt of applications is close of business Wednesday 28 October 2020. Applicants selected for interview after the closing date will be informed of the date in due course.

GMB IS AN EQUAL OPPORTUNITIES EMPLOYER.

Yours sincerely



GARY SMITH
GMB SCOTLAND SECRETARY

GMB SCOTLAND – PROTECTING YOU AT WORK

Acting General Secretary: John Phillips GMB Scotland Secretary: Gary Smith
Fountain House, 1 Woodside Crescent, Charing Cross, Glasgow G3 7UJ
Tel: 0141 332 8641/9501 www.gmb.org.uk

JOB DESCRIPTION

Title:	Organiser
Accountable to:	Through Senior Organiser to Scottish Secretary

Main Purpose of Role:

- **To organise campaigns designed to build union membership and power.**
- **Ensure there is high quality representative structures in place to support of members, principally at local and Scottish level, but on occasions at UK level.**
- **Under the authority of the Scottish Secretary and through the supervision of the Senior Organiser, build and maintain Union membership by implementing agreed strategies.**

Main Duties

1) Organising and Recruitment

- Identify workplace based campaigns to build union organisation and power.
- Prepare campaign materials and strategies as required to successfully execute campaigns.
- Develop Shop Steward and workplace organisation to provide effective support to members.
- Identify unorganised employees as targets for recruitment, prepare campaigns appropriate to each recruitment situation, including the personal recruitment of individuals and groups and organisation of recruitment teams and recruitment networks.
- Establish procedures to consolidate and retain membership.
- Motivate Activists, Representatives and Branches to strengthen workplace organisation and build membership.

- Establish recognition and maintain workplace and Branch organisation, encouraging the highest level of self-sufficiency consistent with GMB@Work.
- Assist Branches and shop steward networks to develop their organising plans.

2) **Representation and Negotiation**

- Plan and implement pay and conditions campaigns in line with GMB Scotland strategies.
- Support pay and conditions campaigns.
- Prepare and present claims for improvements in Pay and Conditions, within a variety of different bargaining arrangements and use the process to strengthen union organization.
- Execute successful pay disputes or work with ACAS and other agencies to resolve difficulties, as appropriate.
- Analyse the outcome of negotiations.
- Responsible for implementing Union's policy on Equalities to help build a union that looks and sounds like modern Scotland.

3) **Health, Safety and the Environment**

- Provide support to Union Representatives on Health, Safety and Environmental issues, encouraging a preventative approach to hazards and a high standard of health and environmental protection, with the support of specialist help, where required.

4) **Pensions**

- Campaign and negotiate improvements in Pensions Schemes, applying the principles of equality, with the support of specialist help, where required.

5) **Work Organisation and Productivity**

- Use every opportunity possible to build union strength and power in the workplace.

- Negotiate the introduction of, or improvements in, work systems and productivity schemes of various types.
- Devise strategies for changing work organisation to increase job satisfaction, and to create career pathways and build the union.
- Assess company strengths and weaknesses using information from company accounts and from other published sources with the support of specialist help, where required to support union campaigns.

6) **Political**

- To use political engagement as a part of campaigns to build union organisation and power in the workplace
- Use politics to assist in the delivery of the objective of GMB Scotland and to the benefit of our membership

7) **Training of GMB Representatives**

- Provide initial support training for newly elected GMB shop Stewards, and ensure that GMB Stewards receive subsequent training in line with GMB policy.
- Prepare and conduct specific training courses using participative techniques, where training has been provided.

8) **Administration**

- Organise own workload with the minimum of supervision to make effective use of time.
- Work effectively with secretarial and other support staff.
- Store and retrieve information, both on paper and using information technology, understanding the GMB computer system, including the nature and accuracy of stored data.

Knowledge and Skills

The post requires:

- A good knowledge of organising and running campaigns.
- A good knowledge of industrial relations, practices and procedures.

- A knowledge of Employment Law sufficient to ensure that employers honour their legal obligations and members secure their legal rights, protecting members and the GMB against legal action.
- Effective communication skills, including report writing and public speaking.
- An understanding of the GMB Rules and structure.
- An understanding of the policies of the GMB, the STUC and political parties in Scotland.

Miscellaneous

- Undertake other duties at the discretion of the Scottish Secretary.
- Organisers will be issued with a GMB car and mobile phone in order to conduct the duties of the role.

Personal Development

Organisers will be required to undertake training to improve their knowledge and skills to maintain a high standard of performance. They will also be encouraged to identify their own training needs so that these can be taken into account in their training programmes alongside the training requirements which are designed to meet the changing needs of the GMB.