

GS/JF

October 2020



Dear Colleague

**GMB Scotland: Senior Organiser Vacancy**

We are now advertising a vacancy for a Senior Organiser. The post was agreed pre-COVID and we are now in a position to invite applications. If you wish to apply, please email [janice.flynn@gmb.org.uk](mailto:janice.flynn@gmb.org.uk) for the application pack. The closing date for return of application forms is 12 noon on Friday 30 October 2020. Please ensure all questions are answered including details of Referees. Arrangements for interviews will be confirmed at a later date. A copy of the job description for Senior Organiser is attached.

The current vacancy is for a Senior Organiser based in Glasgow. The Senior Organiser will be charged with continuing the recent good work, improving the performance of GMB Scotland developing our campaigning work, building the membership and supporting development of staff and activists. The responsibilities of the Senior Organiser can change depending on the requirements of GMB Scotland as determined by the Scottish Secretary. A Senior Organiser must be able to head up a team whether the team is specifically focused on organising activity or whether the team combines industrial and organising work. Any successful applicant may take on Section responsibilities if required to do so by the Scottish Secretary.

Applicants must have excellent leadership skills as well as a proven track record in campaigning, growing the membership and developing activists. They must also have the skills, experience and abilities to undertake a wide range of management duties.

There will be an assessment process for short listed candidates.

**GMB Scotland is an Equal Opportunities Employer.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gary Smith'.

**GARY SMITH**  
**GMB SCOTLAND SECRETARY**

Enc.

**GMB SCOTLAND – PROTECTING YOU AT WORK**

GMB Scotland Secretary: Gary Smith  
Fountain House, 1/3 Woodside Crescent, Charing Cross, Glasgow G3 7UJ  
Tel: 0141 332 8641/9501 Fax: 0141 332 4491 Web: [www.gmb.org.uk](http://www.gmb.org.uk)

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## JOB DESCRIPTION

**Job Title** : **Senior Organiser**

**Accountable to** : **GMB Scotland Secretary**

### **Main Duties and Responsibility**

- 1) The SO's duties will include a range of managerial, advisory, direct recruiting, retention, organising and campaigning responsibilities.
  - The SO's primary responsibility is to increase and retain GMB membership, develop campaigns, build strong workplace organisation through regular health checks and Branch organisation in any sector of employment, as directed by the Scottish Secretary.
  - With the authority of the Scottish Secretary, the SO will plan, co-ordinate and supervise the campaigning, recruitment, retention and organisational work of any other grade of GMB Scotland employees, so allocated to such duties in their specified sectors.
  - The SO will reduce the proportion of time spent on National / Scottish JIC's, and other equivalents, and to concentrate any other grade of GMB Regional employees so allocated to such duties, on campaigning, recruitment, retention, consolidation, building workplace organisation and improving communications to members.
  - Ensuring GMB@Work is properly implemented.
  
- 2) The SO will be responsible to the Scottish Secretary, and in conjunction with him / her, determine workloads and responsibilities for the relevant employees of GMB Scotland.
  
- 3) **The SO will be responsible for:**
  - Supporting, developing and executing campaigns that are in the interests of our members and that help build the union.

- The co-ordination of organising, recruitment, workplace density 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 to support developing our activist base.
- Identifying and exploiting areas of potential membership growth and retention.
- Ensuring the application of GMB@Work and good industrial relations practice which supports growing the union.
- Securing new Recognition Agreements.

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

- Developing industrially relevant campaigns.
- Ensuring GMB@Work is applied across all relevant employees in a Team.
- Providing whatever co-ordination is necessary with National Secretaries and National Officers over organising, 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 organising activities.
- Assisting, mentoring and supporting employees of GMB Scotland in carrying out their duties and responsibilities.
- Improving internal communications, education, media relations and other 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.
- Improving the standards of support to members.

- Developing political and media work in so far as it supports the industrial priorities of GMB Scotland
- 5) The SO will be responsible for broad industry groupings of membership within GMB Scotland and will be required to undertake negotiating responsibilities, where relevant and necessary.