

Senior Organiser (Scotland & NI)

Job Title: Senior Organiser (Scotland & Northern Ireland)
Reports to: National Secretary
Location: Community Glasgow Office

Job Purpose

The Senior Organiser is in place to provide direct support to the region's National Secretary and provide functional and operational support to the Regional Organiser. The Senior Organiser is also expected to, where directed, represent the union across political & trade union spheres and build upon professional relationships with external bodies / affiliates. Aligning day-to-day operations and team members' activities with the regional plans, the Senior Organiser will lead upon new initiatives as directed by the National Secretary and will be first point of contact on staffing matters. The Senior Organiser will also serve as a professional liaison with other departments or functions across the union as and when required.

Specialist to Scotland & NI Senior Organiser Role

Good level of understanding of the union's Education Sector, extending to negotiations, bespoke and focussed campaigning and knowledge of joint recognition agreements within schools, colleges and Early Years settings. Oversee and nurture a network extending to Government and TUC stakeholders while maintaining good working relationships with Scottish Parliament (MSPs), the Scottish Education Committee and other education officials and forums.

Responsibilities will include:

- Deliver upon recruitment and structure organising objectives across sectors and regions in alignment with key Community initiatives.
- Develop & deliver upon active regional / sector (and if required contribute towards national) campaigns / new organising initiatives / strategies within both recognised branches and identified greenfield sites.
- Consult and negotiate with management structures within companies at all levels, and lead representatives on pay negotiations and all collective matters.
- Contribute to the upkeep of the internal branch development processes to manage and enhance the strengthening & self-sufficiency of branch structures.
- Manage individual casework up to and including referral to the Legal Department and negotiate with other professional bodies including ACAS, and senior management within organisations. Collectivising issues where possible.
- Provide overarching support and contribution to membership recruitment / retention strategies & directives and, with the National Secretaries, the delivery of sectorial objectives.

- Where directed, support with reps training delivery and rep development.
- Strategically identify any training needs for reps across the region and work closely with the training team to ensure reps are effectively trained.
- Mentoring and coaching new reps, providing systematic follow up once they return to the workplace after training, to ensure that the newly trained reps are getting involved in local bargaining arrangements, and where none exist, working to develop local agreements within organisations, providing key workplace level support.
- Developing networks of union representatives, inclusive of workplace, Health and Safety Reps, Union Learning Reps and Equality Reps

Special Features

The Senior Organiser is in place to oversee first-point contact supervision and immediate coordination of the regional team members activities. This encompasses annual leave bookings, point of contact and overseeing diary movements. The Senior Organiser is a key support role as a coach / mentor for other regional staff and will contribute towards training & development plans and to encourage new and existing reps to engage with induction days for new starters within organisations to deliver presentations on the benefits of union membership.

Key Skills

- Good practical experience of core organising skills with operational resource knowledge.
- Good leadership skills with ability to coach, mentor and guide.
- Resource management with ability to coordinate and support regional activities.
- Excellent communication skills, both written and verbal able to communicate at all levels across workplaces, branches, and internal departments.
- Delivery & coordination of campaign, project, organising initiatives.
- Competent in IT Applications
- Ability to be flexible with focus delivery upon strategic objectives and regional plans within timescales.

Personal Qualities & Understanding

- Compliance with GDPR guidelines and confidentiality practices
- Understanding and passion of good trade union principles, beliefs & ethos
- Strong awareness & commitment to equal opportunities and valuing diversity
- A commitment to Community Vision & Mission Charter