

VACANCY ANNOUNCEMENT



JOB INFORMATION

Location:	Home based	Position:	Organiser (National)
Contract:	Full-time, fixed-term (12 months)	Deadline to apply:	4:00pm Thursday 23 rd August 2018
Salary:	Grade 7A (Starting salary: £40,839 p.a.)	Job Ref Number:	NAT_18

JOB DESCRIPTION

Our manufacturing section looks after over 118,000 members across all areas of manufacturing industry, including: textiles, construction, steel, chemicals and engineering.

Two vacancies have arisen for an Organiser (National) to join the national team in the Manufacturing industrial section; working under the direction of the National Officer through to the National Secretary, the core focus of the postholder's roles will be to assist the section in building and driving its organising and campaigning agenda across Construction, Engineering Construction and the Off Shore Industries.

The successful postholders will be expected to assist the National Officer in all aspects of campaign, organising and industrial work and will therefore be required to have a demonstrable knowledge of the CIJC, NAECI, and OCPA working agreements and be familiar with the organising opportunities and challenges that these industries present.

We're looking for candidates who possess the ability to work well independently, as the successful candidates will be expected to work in regular isolation visiting and developing the membership at remote GMB workplaces.

One role will lead on off-shore organising, which will require regular isolated working on off-shore sites. The successful postholder will be largely based in Aberdeen as a result. The second role will lead on construction and construction engineering organising, which will require the successful postholder to travel regularly to isolated workplaces located across the UK; a clean, valid drivers' license will be required as a result.

There will also be a high degree of collaborative work between the two successful candidates, so a real team player mentality is also required. An understanding of the aims and objectives of the trade union movement, and commitment to them, is highly desirable.

These are varied and challenging roles, based in a friendly and engaging team, offered on a fixed-term contract of 12 months; if you think you may be who we're looking for and if you feel you meet the criteria outlined in the person specification of the attached job description, we'd like to hear from you.

Interviews will be conducted the week commencing **27th August 2018** at National office.

TO APPLY

If you'd like to request an application form please contact the HR Department:

Contact: Kerry Smith, HR Advisor	Email: Kerry.smith@gmb.org.uk
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Address: 22 Stephenson Way, Euston, London, NW1 2HD

GMB IS AN EQUAL OPPORTUNITIES EMPLOYER

Date: 09-AUG-2018



JOB DESCRIPTION

Job Title:	Organiser
Accountable to:	Through National Officer to National Secretary
Hours of Work:	Unspecified

Main Purpose of Role:

- **To organise high quality representation of members, principally at local and Regional level, but on occasions at National level.**
- **Under the authority of the National Secretary and through the supervision of the National Officer, build and maintain Union membership by implementing agreed strategies**

Main Duties

1) Recruitment and Organisation

- 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 recruit and organise members, monitoring this organisational work, as necessary.
- Establish recognition, and maintain workplace and Branch organisation, encouraging the highest level of self-sufficiency consistent with high quality representation.
- Assist Branches to develop their Recruitment Plans.

2) Representation and Negotiation

- Handle individual and collective grievances and disciplinary issues.
- Prepare and present claims for improvements in Pay and Conditions, within a variety of different bargaining arrangements, avoiding deadlocks and using ACAS and other agencies to resolve difficulties, as appropriate.
- Analyse the outcome of negotiations.
- Represent members before Employment Tribunals, Medical Appeal Tribunals and Social Security Appeal Tribunals on straightforward cases, seeking advice and assistance on more complex cases, as necessary.
- Responsible for implementing Union's policy on Equal Opportunities.

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

- Negotiate the establishment of and/or the improvements in Pensions Schemes, applying the principles of equality, with the support of specialist help, where required.

5) Work Organisation and Productivity

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

6) Political

- To encourage organisational work at CLP, District and Regional level to advance the policies of the GMB in the Labour Party.
- Take part in election campaigns in support of Labour Candidates.
- To encourage recruitment initiatives to increase the membership of the Labour Party.

7) Training of GMB Representatives

- Provide initial support training for newly elected GMB Representatives, and ensure that GMB Representatives receive subsequent training in line with GMB policy.
- Prepare and conduct specific training courses using participative techniques.

8) Administration

- Organise own workload with the minimum of supervision to make effective use of time.
- Work effectively with secretarial and clerical 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 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 TUC and the Labour Party.

Miscellaneous

- Undertake other duties at the discretion of the National Secretary.
- Organisers will be expected to use their own car. A mobile GMB phone will be provided 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 needs of the GMB.