

PM/LS

November 2020

Dear Colleague,

Organiser Vacancy. Swindon / Reading

GMB Southern Region 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 either our Swindon office or Reading office, but the successful applicant needs to be aware that they may be required to work from any location within GMB Southern Region at the discretion of the GMB Southern Regional Secretary, in order to meet the needs of GMB Southern Region. 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 lauren.shurgold@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 **12 noon on Friday, 4th December 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,

A handwritten signature in black ink that reads 'Paul Maloney'.

**PAUL MALONEY
REGIONAL SECRETARY, GMB SOUTHERN REGION**

GMB, BRITAIN'S GENERAL UNION



JOB DESCRIPTION

Job Title:	Organiser
Accountable to:	Through Senior Organiser to Regional Secretary
Job Purpose:	<p>Under the authority of the Regional Secretary and through the supervision of the Senior Organiser, build and maintain Union membership by implementing agreed strategies.</p> <p>To organise high quality representation of all members, principally at local and Regional level, but on occasions, at National level.</p>

Main Duties and Responsibility

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, potting 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 Regional Secretary.

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.