

**UNISON
STRATEGIC ORGANISING UNIT
ASSISTANT ORGANISER
REF: ORE/33T and ORE/37**

JOB DESCRIPTION

Grade: 7
Hours: 35 per week
Location: UNISON Centre, Euston Road/Regional Office as appropriate
Reports to: National Strategic Organiser

Overall summary

The COAL Assistant Organiser's role is to, as part of a team, use mapping, campaigning and recruitment activities to support planned organising initiatives.

Key tasks and responsibilities

Organising Support

- To focus on recruiting new members to UNISON
- To arrange recruitment events associated with planned organising initiatives.
- To extract information from UNISON's membership system to help target recruitment initiatives
- To evaluate the outcome of recruitment initiatives to build an understanding of what works
- To contribute to the development of recruitment campaigns
- To assist with identifying and developing new activists
- To assist other Organising staff and Branches with arrangements and administration of recruitment campaigns, by helping draft publicity and making practical arrangements

Communications

- To promote UNISON to non-members and members using written and oral communications

- To disseminate promotional materials

Administration

- To provide regular reports on targets achieved and recruitment initiatives undertaken
- To provide general support to COAL Organisers

General/Other

- Undertake any other duties and responsibilities relevant to the grade descriptor/job profile for the post

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PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Heading	Selection Criteria
Thinking	1. Experience of solving straightforward problems including: <ul style="list-style-type: none"> 1.1 practical problem solving 1.2 planning and organising meetings 1.3 analysing information. 2. Learning and Development <ul style="list-style-type: none"> 2.1 ability to identify development needs of others 2.2 commitment to continuous personal learning and development.
Interpersonal & Communication	3. Experience of advising, guiding or persuading using interpersonal skills to respond to the needs of others: <ul style="list-style-type: none"> 3.1 influencing others 3.2 giving advice 3.3 drafting correspondence newsletters minutes etc 3.4 assisting in presentations. 4 Experience of giving basic advice and information including: <ul style="list-style-type: none"> 4.1 Promotion of benefits of union membership 4.2 evidence of dealing with people who are angry or upset. 5 Experience of effectively working in a team environment.
Initiative & Independence	6. Experience of organising and prioritising own workload including:

	<p>6.1 decision making within guidelines</p> <p>6.2 following policies and procedures.</p>
Resource Management	<p>7. Experience of handling or processing material financial and/or information resources including:</p> <p>7.1 time management</p> <p>7.2 information management</p> <p>7.3 monitoring expenditure</p> <p>7.4 maintaining confidential information.</p>
Physical Skills (<i>with DDA modification where necessary</i>)	<p>8. Lifting light equipment</p> <p>9. Ability to travel</p>
General Knowledge	<p>10. Understanding of and commitment to the principles of equality and democracy.</p> <p>11. General understanding of employment issues.</p> <p>12. Understanding of the role of trade unions.</p> <p>13. ICT packages including Microsoft Office suite.</p>