

## **UNISON**

### **ORGANISING OFFICER** **LABOUR LINK UNIT** **POLICY AND PUBLIC AFFAIRS DEPARTMENT**

#### **JOB DESCRIPTION**

**Grade:** 4  
**Location:** UNISON Centre  
**Job Title:** Labour Link Organising Officer  
**Reports to:** Head of Labour Link

#### **Overall summary**

The Organising Officer's role is to support Labour Link organisation and recruitment nationally, in the regions and at branch level, initiate campaigning work, produce policy documents and responses, write materials and reports. The post holder also helps to oversee organisation of Labour Link forum and delegations to the Labour Party, service the Labour Link National Committee and promote UNISON's influence in Parliament.

#### **Key Tasks and Responsibilities**

##### **Development/Strategic**

- To support the national, regional and branch organisation and recruitment of UNISON Labour Link and develop our campaigning work in relation to the Labour Party and CLPs to increase our political influence.
- Undertake policy liaison and development with all relevant sections of the union, SGE's and SOGs. Produce policy papers and responses in regard to Party, Government and Parliamentary activity.
- To organise political education courses in conjunction with other Labour Link officers.
- To assist in the organisation of parliamentary lobbies and briefings under the direction of the Head of UNISON Labour Link and attend as required.

##### **Communications**

- To work with officers, lay members and regions to build Labour Link organisation nationally and in the regions to ensure effective participation in the Labour Party and co-ordination of elections, affiliations etc.
- To produce policy papers, briefings, reports and election materials.

- Communicating effectively at all levels across the union, in the Party, with Government and in external settings working with officers, members and the media.

### **Organisation and Administrative**

- Participate as part of the team in organising and servicing the Labour Link National Committee, National Forum and delegations to Labour Party Conferences, identifying priorities and working to tight timetables.
- Service meetings of the National Committee including preparation of policy papers and reports. Support for Standing Orders Committee.
- Co-ordinate the organisation of fringe meetings and events at Labour Link forums, UNISON and Labour Party Conferences.
- Provide support to regions in developing local organisation and recruitment.
- Oversee affiliations to the Labour Party at national, regional and local level in order to increase UNISON's political influence.

### **Managerial/Financial**

- Manage projects and organise work programmes effectively. Participate in managing Labour Link national expenditure, co-ordination of regional Labour Link budgets and advising regional staff dealing with them.
- Oversee the operation of purchasing and requisition systems in the section.

### **Specialist/Technical**

Supporting and building UNISON Labour Link structures in relation to Labour Party organisation and policy making. Influencing the Government's agenda and Parliamentary legislation. Supporting members of the UNISON group of MPs.

### **General/Other**

Undertaking any other duties relevant to the key tasks and responsibilities identified above.

## UNISON

### ORGANISING OFFICER LABOUR LINK UNIT POLICY AND PUBLIC AFFAIRS DEPARTMENT

#### 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.

#### Assessment code

**A – Application form**

**PI – Panel interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Managerial</b>	1.1 Ability to organise work effectively, identify priorities and provide assistance and guidance to support staff	<b>A</b>
	1.2 Ability to supervise staff, co-ordinate work programmes and manage projects	<b>A</b>
<b>2. Financial</b>	2.1 Ability to assess financial implications of proposals and activities, prepare budgets and monitor expenditure	<b>A &amp; PI</b>
<b>3. Administrative</b>	3.1 Ability to plan work effectively and organise effective administrative arrangements and timetables.	<b>A</b>
	3.2 Knowledge of committee administration	<b>A</b>
<b>4. Communications/Co-ordination</b>	4.1 Communicate with and brief MPs and opinion formers. Ability to provide advice and support to lay members and colleagues.	<b>A &amp; PI</b>
	4.2 Must have policy development/research experience and good writing skills, ie ability to produce policy documents and responses to Party and Government papers and produce a range of written material to a high standard, including reports, speeches, publications,	<b>A</b>

	<p>campaigning materials and correspondence.</p> <p>4.3 Must be able to communicate effectively in a range of union and media settings with experience of public speaking and/or making presentations.</p> <p>4.4 Must have meeting skills, ie be able to participate effectively in meetings at all levels across the union and external settings.</p> <p>4.5 IT skills (such as word processing, knowledge of databases, e-mail etc).</p> <p>4.6 Willingness to undertake training as appropriate.</p> <p>4.7 Must have good organisational skills and ability to plan conferences, delegations, seminars and other events.</p>	<p><b>A &amp; PI</b></p> <p><b>A</b></p> <p><b>A</b></p> <p><b>A</b></p> <p><b>A &amp; PI</b></p>
<b>5. Development/Strategic</b>	<p>5.1 Experience in organising campaigns or high level involvement in such work.</p> <p>5.2 Ability to organise/co-ordinate project work as required.</p> <p>5.3 Understanding of, and ability to contribute to membership recruitment and education.</p>	<p><b>A &amp; PI</b></p> <p><b>A</b></p> <p><b>A &amp; PI</b></p>
<b>6. Specialist/Technical</b>	<p>6.1 Knowledge of Labour Party organisation and policy development. Knowledge of Parliament and legislative processes.</p>	<p><b>A &amp; PI</b></p>
<b>7. General/Other</b>	<p>7.1 Ability to work under pressure and to tight timetables.</p> <p>7.2 Ability to work both on a self-motivated basis and within teams with other staff and in partnership with lay members.</p>	<p><b>A</b></p> <p><b>A &amp; PI</b></p>