

Area ORGANISER for the Edgbaston Park Hotel (wholly-owned subsidiary company)

UNISON Birmingham University branch

Introduction

1. The Organiser is a key organising role. It covers the key areas of organising and negotiation. The Organiser reports to the staffing subcommittee of the Birmingham University Branch Committee, including the Branch Secretary(s) and other key committee roles.

Organising: The Organiser will work with the branch to build recruitment and organising initiatives and campaigns; train and develop stewards; support branch communications. We expect the postholder to have a particular focus on the Edgbaston Park Hotel, although we would expect the role holder to be involved in the branch beyond the Hotel, when necessary.

The Organiser will also advise, support and mentor branch officers and stewards in representation and negotiation; providing help with case preparation and administration.

The Organiser will prepare information briefings to support organising or bargaining campaigns and support press and public relations work on the University of Birmingham campus and beyond.

Negotiation: The Organiser will support the Branch Committee and local activists in collective negotiations, researching relevant agreements with employers, writing up claims and making presentations and engaging with employers as required.

2. The Organiser will have a clear understanding of equalities and how to increase participation in a member-led organisation, and how to use different kinds of media to raise UNISON's profile. They will be highly focused on building the branch, campaigning for staff to be brought back in-house, analysing the impact of the Hotel's practices and policies on particular groups of staff, and disseminating this information within the branch and beyond. They will have enthusiasm and commitment which motivates lay activists, new stewards and members.

3. The allocation of areas of work to the Organiser is the responsibility of the Branch Committee.

JOB DESCRIPTION

Job Title: Organiser for UNISON Birmingham University branch

Salary: £37,556 FT (pro rata); Actual salary £15,022.40 0.4 FTE

Term: 11 months from start date

Location: Birmingham

Reports to: Staffing subcommittee

OVERALL SUMMARY

The post-holder will be expected to undertake an extensive range of organising and representation work as set out below.

Work Areas:

Organising

- o Recruitment Planning and Campaigning
- o Membership Mapping across workplaces
- o Organising and developing lay member organisation
- o Mentoring and Coaching new stewards
- o Collective Bargaining on local workplace issues
- o Developing stewards committees and local bargaining structures in the Edgbaston Park Hotel.
- o Developing systems to support organising
- o Research information to support campaigning
- o Co-ordinating campaigns and activities
- o Building Branch capacity eg systems, communications, press releases, newsletters, websites and building local and media profile.

Negotiations

- o Collective bargaining at workplace level that includes negotiating:
 - o Pay
 - o Shift rotas
 - o Working Patterns
 - o New working arrangements
 - o Health and safety issues
 - o Training and learning agreements
 - o Local facilities agreements
 - o General advice and guidance to members
 - o Mentoring and building individual capacity of activists
 - o Undertakes other duties as required by the grade definition or job profile of this post

PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON Birmingham University 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.

Selection criteria

Thinking

1. Experience of developing solutions to resolve problems including:

1.1 analysing information and statistical data

1.2 research including carrying out workplace mapping

1.3 drafting action plans

1.4 developing materials e.g. publicity

1.5 developing campaign plans

2. Learning and Development

2.1 ability to identify training needs of others

2.2 can demonstrate continuous personal learning development.

Interpersonal and Communication

3. Experience of motivating people to participate in activities including:

3.1 making presentations

3.2 influencing outcomes at meetings

3.3 mentoring and coaching

3.4 writing newsletters, leaflets etc.

4. Experience of giving advice and negotiating including:

4.1 conciliation skills to resolve disagreements

4.2 responding effectively to people who are angry or upset

5. Experience of effective team working.

Initiative and Independence

6. Experience of prioritising own workload including:

- 6.1 decision making within guidelines
- 6.2 following policies and procedures
- 6.3 devolving work to others appropriately.

Resource management

- 7. Experience of project co-ordination including:
 - 7.1 time management
 - 7.2 controlling expenditure
 - 7.3 maintaining confidential information.

Physical Skills (with Disability modification where necessary)

- 8. Occasional light lifting of materials
- 9. Ability to travel

General knowledge

- 10. An understanding of and commitment to the principles of equality and democracy.
- 11. A working knowledge of Employment Law.
- 12. An understanding of the role of trade unions and the social and political environment in which the union operates.
- 13. ICT packages including Microsoft Office suite.

Other Information

The closing date for applications is 2020. The contract will last for 11 months from the start date.