# UNISON

## Job Brief: Area Organiser

**Introduction**

1. UNISON is the UK’s leading public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

## Developmental

1. The Area Organiser is a key organising role and covers the key areas of organising and representation within the Branch.

The Area Organiser is managed, supervised or mentored by the Branch Chair.

* + **Organising:** TheArea Organiser will work in and across the branch to build recruitment and organising initiatives and campaigns; train and develop new stewards; support branch communications. They will also undertake casework under supervision, advising, supporting and mentoring new stewards in representation and negotiation; providing help with case preparation and administration.
	+ **Representation:** Area Organisers support Branch activists in collective negotiations, researching relevant agreements and employers, writing up claims and making presentations and engaging with employers as required.
1. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. Area Organisers will be working to targets in their work plans arising from the four key objectives determined by the National Executive Council:
	* Recruiting, organising and representing members.
	* Negotiating and bargaining on behalf of members and promoting equality.
	* Campaigning and promoting UNISON on behalf of members.
	* Developing an efficient and effective union.
2. The Area Organiser is an important resource in helping the Branch to support recruitment, organising and the achievement of the NEC’s objectives and priorities.
3. The key objectives of the union as detailed in our Rule Book are to:
* Enhance our organisational capability to meet the recruiting and organising challenge posed by austerity measures, including public spending cuts, workforce reductions and fragmentation of public services
* Protect and secure decent employment, pay and pensions for UNISON members, promoting equality and challenging discrimination
* Develop our Million Voices for Public Services campaign in support of quality public services and in defence of the NHS, building our political influence and forging alliances with unions and community organisations
* Ensure that the union’s essential information and communication technology infrastructure and internal management systems are efficient and effective to meet the changing needs of our membership
1. To further these aims, Area Organisers have a clear understanding of equalities and how to increase participation in a member based organisation, and how to use different kinds of media to raise UNISON’s profile. They are highly focused on building the Branch and providing member satisfaction with the services provided. They have enthusiasm and commitment which motivates lay activists, new stewards and members.
2. Postholders must be willing to change and adapt to help and support lay activists to do likewise.
3. The allocation of areas of work to the Area Organiser is the responsibility of the Branch Chair. Areas of work are interchangeable and are reviewed in discussion with the area organiser to meet the needs of the Branch and its members.

# UNISON

# AREA ORGANISER

# SOUTH WEST REGION

**JOB DESCRIPTION**

Grade: 5

Reports to: Branch Chair

**OVERALL SUMMARY**

This post is key in supporting Branch to establish organising frameworks in employers. It covers organising and representation work as set out below.

Work Areas

* Organising
	+ Recruitment Planning and Campaigning
	+ Membership mapping across the Branch
	+ Organising and developing lay member organisation
	+ Mentoring and training new stewards
	+ Collective Bargaining on local workplace issues
	+ Developing stewards committees and local bargaining structures.
	+ Developing systems to support organising
	+ Research and information to support campaigning
	+ Co-ordinating campaigns and activities
	+ Building Branch capacity e.g. systems, communications, press releases, newsletters, websites and building local and media profile.
* Representation
	+ Collective bargaining at workplace level that includes negotiating of
		- Shift rotas
		- Working Patterns
		- New working arrangements
		- Health and safety issues
		- Training and learning agreements
		- Local facilities agreements
	+ Individual representation that covers: Grievances

Disciplinaries

Local workplace issues

General advice and guidance to members

Mentoring and building individual capacity of activists

* Undertakes other duties as required by the grade definition or job profile of this post.

# UNISON AREA ORGANISER

# SOUTH WEST REGION

## 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.

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| **Heading** | **Selection criteria** |
| **Thinking** | 1. Experience of developing solutions to resolve problems including:
	1. analysing information and statistical data
	2. research including carrying out workplace mapping
	3. drafting action plans
	4. developing materials e.g. publicity
	5. developing campaign plans
	6. drafting statements of case.
2. Learning and Development
	1. ability to identify training needs of others
	2. can demonstrate continuous personal learning development.
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| **Interpersonal and Communication** | 1. Experience of motivating people to participate in activities including:
	1. making presentations
	2. influencing outcomes at meetings
	3. mentoring and coaching
	4. writing newsletters, leaflets etc.
2. Experience of giving advice and representing members including:
	1. conciliation skills to resolve disagreements
	2. responding effectively to people who are angry or upset

5. Experience of effective team working. |

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| **Initiative and Independence** | 1. Experience of prioritising own workload including:
	1. decision making within guidelines
	2. following policies and procedures
	3. devolving work to others appropriately.
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| **Resource management** | 1. Experience of project co-ordination including:
	1. time management
	2. controlling expenditure
	3. maintaining confidential information.
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| **Physical Skills** | 1. Occasional light lifting of materials
2. Ability to travel
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| **General knowledge** | 1. An understanding of and commitment to the principles of equality and democracy.
2. A Working knowledge of Employment Law.
3. An understanding of the role of trade unions and the social and political environment in which the union operates.
4. ICT packages including Microsoft Office suite.
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