

JOB DESCRIPTION

Job Title	Organiser
Accountable to	Through to Senior Organiser to Regional Secretary
Grade	7
Hours of Work	Unspecified

Main Purpose of Role:

- **To organise high quality representation of members, principally at local and Scottish level, but on occasions at National level.**
- **Under the authority of the Regional Secretary and through the supervision of the Senior Organiser, build and maintain Union membership by implementing agreed strategies.**

Main Duties

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 and actively support political organisational work to advance the policies of the GMB.
- Take part in election campaigns in support of GMB Scotland supported candidates.

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, protecting 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 political parties supported by GMB Scotland.

Miscellaneous

- Undertake other duties at the discretion of the Regional Secretary.
- Organisers will be issued with a GMB car and mobile phone in order to conduct the duties of the role. Extensive driving across the region may be required.

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.