
JOB DESCRIPTION

JOB TITLE: **Lead Organiser (Organising Unit)**

JOB PURPOSE

Supervise a team of typically four to six Organisers to organise and recruit workers by engaging, identifying leaders, building collective sustainable union organisation in the workplace, and motivating workers to take action in line with Mandate's Organising Strategy.

MAIN DUTIES

- Carrying out the key responsibility to organise workers
- Plan and put into action recruitment and organising campaigns
- Reporting to the National Coordinator
- Managing and running a team of Organisers on a day-to-day basis
- Responsible for team delivery on agreed targets both nationally and regionally in accordance with agreed organising plans.
- Work flexibly to meet the needs of the union and its organising opportunities
- Developing 'exit' strategies and handover, ensuring at all times sustainable workplace organisation remains in place
- Visit workplaces as necessary; liaise with activists, stewards, officers and staff
- Delivering training when appropriate as part of organising campaigns
- Run and action appropriate campaign planning sessions
- Develop specific campaign material
- Work within an equal opportunities framework at all times and recognise the importance of this to union organising
- Maintain up to date records of campaigns, including workplace maps
- Monitor and assess the work of Organisers/Organisers in training, in line with the national criteria
- Identifying training needs of Organisers/Organisers in training and liaising with National Coordinator to meet those needs
- Undertake driving duties as and when required

ESSENTIAL COMPETENCIES

- Organising skills (strategies/tactics and techniques)
- Planning and executing work
- Decision making skills
- Leadership and interpersonal skills
- Ability to handle responsibility
- Problem handling skills
- Adaptability
- Computer research skills
- Writing and verbal skills
- Motivate and direct a team of Organisers
- Full clean driving licence

A Lead Organiser will need to be a strong communicator and problem solver, have perseverance and the ability to manage difficult situations and motivate others. They will need to be a self starter and capable of self management and work unsocial hours.

CONDITIONS OF EMPLOYMENT

- The contract offered is a permanent contract subject to a six monthly review and successful completion of a probationary period.
- Salary range £45k per annum inclusive
- The position is based in Mandate's Head Office, Cavendish Row, Dublin 1, but the Lead Organiser will work throughout Ireland when and as required
- A pool car is provided and or vouched travel/subsistence expenses
- Working hours are flexible but generally will be five (5) over seven (7) and a maximum of 39 hours per week
- Reporting to the National Coordinator for Organising and Campaigns
- The Lead Organiser has day to day responsibility for all Organisers, including Step Up member organisers, and reporting arrangements as above.