
JOB DESCRIPTION

TITLE: **Organiser**

Job Purpose

It will be the duty of Organiser to assist in developing and implementing organising strategies and to co-ordinate and manage effectively the discharge of their responsibilities in such a way as to enhance the growth and effectiveness of the union. An Organiser will be responsible for identifying and supporting member activists and leaders in building a strong and active union. They will implement union policy as determined by the rule book and union policies decided by the members and work under the direction of the Lead Organiser and National Coordinator. The Organiser will be required to be highly motivated and committed to the trade union movement and issues of social justice. Working hours may be unsocial as required in pursuit of the objectives of the union.

MAIN DUTIES:

- Identify and support leaders and activists amongst workers
- Assist workers in identifying issues of concern that are widely and deeply felt by workers
- Support the development and sustainability of union house committees
- Support workers to win better conditions of employment and union organisation
- Assist members to identify develop and implement short, medium and long term organising strategies, objectives and campaigns
- Identify training requirements of activists and leaders and assist in the delivery of same
- Research and develop company/sector profiles, recruitment targets and resource requirement/allocation
- Work in close collaboration with one or more Divisional Teams led by a Divisional Organiser as directed by Lead Organiser/National Coordinator
- Assist in developing links with the community, nongovernmental organisations and other unions to promote trade union membership

REPORTING RESPONSIBILITIES

Organisers will report, in the first instance, to the Lead Organiser and ultimately to the National Coordinator as and when required. The National Coordinator for Organising and Recruitment has overall responsibility for all operational issues associated with the Organising Department and will liaise with management team on all related matters.

ESSENTIAL COMPETENCIES

- Organising skills (strategies/tactics and techniques)
- Planning and executing work
- Decision making skills
- Leadership skills
- Team Worker
- Interpersonal skills
- Ability to handle responsibility
- Problem handling skills
- Adaptability
- Computer research skills
- Writing and verbal skills
- Driver with full clean licence

An 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 with a six monthly review
- Training will be provided
- 4 point salary scale commencing at €36,420 to €39,542 per annum
- A pool car is provided and or vouched travel/subsistence expenses; full/clean driving licence essential
- Working hours are flexible but generally will be five (5) over seven (7) and a maximum of 39 hours per week.
- The position is initially based in Dublin but organiser can expect to be assigned to any Division of the union at the discretion of the Lead Organiser/National Coordinator.