



## **Divisional Organiser**

### **Job Specification**

#### **The Mission**

The Divisional Organiser will play a key role in Mandate Trade Union by co-ordinating, implementing and evaluating policies and strategies at divisional level. The Divisional Organiser is the leader of the division and is responsible and accountable for the effective organisation and profile of the division in line with union national policies and objectives.

#### **The Position**

The position of Divisional Organiser is critical to the delivery and management of Mandate's strategic vision at divisional level. The position is that of a front-line leader with local knowledge and responsibility, a champion of Mandate's vision of an organising/servicing/recruiting/campaigning union of first choice for retail workers.

The Divisional Organiser must be highly self-motivated and possess a capacity to work on their own initiative. They must also display a capacity to practice both leadership and organisational management skills in the performance of the role, as well as demonstrating a capacity to work within a team setting.

#### **Purpose of the Job**

To lead, manage and direct the delivery of Mandate Trade Union's mission at divisional level. The Divisional Organiser will liaise and implement Mandate's national policies as determined from time to time by the Biennial Delegate Conference, National Executive Council or Leadership Team. The Divisional Organiser will ensure that the profile of Mandate is promoted and enhanced at divisional level.

#### **The Reporting Line & Principle Working Relationship**

The Divisional Organiser will report in the first instance to the Assistant General Secretary but ultimately to the General Secretary. The Divisional Organiser will also work closely with the National Coordinator and all Divisional Staff assigned to the division.

#### **Organising**

As a Mandate Divisional Organiser, your role will be to formulate and implement Union organising strategies across the division to which you are assigned to. It is the responsibility of Divisional Organisers to develop, oversee and maintain a sound divisional activist base across all employments and to liaise with the appropriate Mandate personnel to ensure that adequate supports and training are provided for activists within that divisional structure. Divisional Organisers will be responsible for



developing a culture of union involvement and organising by activists within the division. The building of trust and confidence with the members is crucial. The relationship with active members and union representatives is especially important as they are often the 'face' of the union as seen from the workplace and the Divisional Organiser must be capable of addressing organisational deficits including identifying, supporting and the mentoring of new representatives/shop stewards. Divisional Organisers are also expected to coach and mentor divisional staff and support divisional staff in the formulation and execution of Mandate's organising/recruiting and campaign initiatives, both nationally and locally.

## **Union Democracy**

The Divisional Organiser is expected to establish and maintain a sufficient number of Local Councils within their division. She/He is required to offer guidance to the Local Councils within their allocation/division, which involves the Divisional Organiser working with the relevant divisional staff and assisting the Local Council to conduct its affairs in accordance with the union's rules in dealing with matters such as local elections, union meetings/finances, and workplace ballots etc.

Local Councils may also require guidance in terms of their responsibilities for union elections, the Biennial Delegate Conference (BDC) and the application of union policy. Divisional Organisers are expected to arrange and attend their respective Local Council meetings and the Mandate Biennial Conference.

## **Recruitment**

As a Mandate Divisional Organiser, the role in formulating, implementing, and achieving recruitment strategies is a core function. The Divisional Organiser has responsibility to ensure that an effective recruitment focus is in place across the Division to which they are assigned. This entails working with divisional staff in developing strategies for recruitment including mapping potential sites, pro-active campaigns and involvement in national recruitment programmes working closely with the relevant member of the Leadership Team.

## **Servicing**

This function falls into two distinct elements dealing with individual grievances and collective issues.

The Divisional Organiser must at all times encourage and develop a low dependency culture with activists and members. This means that members must in the first instance be supported and shown the long-term potential organising benefits which can evolve through the resolution of grievances by themselves within their own workplace.

Typically, the individual grievance involves giving advice and/or representing a member by way of grievance or disciplinary procedure with the latter, in some instances, resulting in third party proceedings.

Collective matters concerning groups of workers may involve negotiations with employers across a wide spectrum of employment issues such as wages, payment



systems and patterns of work, etc. The objective of representation in some instances is the enhancement of wages and conditions, and at times the protection of standards and employment.

Regarding both individual and collective representation, a Divisional Organiser must have a proficient knowledge of labour law and the application of same. She/he must also have a proven record of accomplishment in representing members at established third party institutions such as the Labour Court and the Workplace Relations Commission.

It is also important to have the capacity to develop sound and professional relationships with employer representatives in order that the best interests of the membership is served. In the case of large multi-site companies, it may be necessary for the Divisional Organiser to co-operate in developing a particular national strategy as directed by the Assistant General Secretary/National Co-ordinator responsible and/or the appropriate Divisional Organiser/s. The Divisional Organiser will also be responsible for the nurturing and development of the relevant divisional staff in relation to any servicing responsibilities which may arise from time to time within the Division to which they are assigned.

## Training

The role requires an overarching divisional management of recognising and addressing organisational deficits including identifying, supporting, training and mentoring new representatives/shop stewards. An important feature of the role is the formation and maintenance of a strong relationship and regular liaison with the relevant store representatives and Shop Stewards, identifying any significant gaps in this area and taking action to ensure that these are filled, and any skill/training needs addressed.

## Campaigns

The Divisional Organiser will possess a strong sense of social justice on issues not only impacting Mandate members in their employment, but also in their everyday lives. To this end the Divisional Organiser is required to campaign on agreed social and political issues of importance to Mandate members, their families, and communities. Divisional Organisers are expected to initiate and involve members/activists in all Mandate campaigns and to fully support all Mandate campaigns within the Divisions to which they are assigned.

## Communications

Communicating with members on key issues including contributing to the union's website and electronic communications will be part of the role. It is the responsibility of each Divisional Organiser to respond to verbal and written communications in a timely manner, in addition to ensuring diary management is maintained. Media communications and active delivery may arise from time to time and the Divisional Organiser may be required to fulfil this role in conjunction with the National Coordinator. Mandate provides training in relation to media communications. You will be required to work to the terms of Mandate's communication policies, all of which will be provided to you upon your commencement.



## Administration/IT

The role of the Divisional Organiser requires proficiency in Microsoft Office and a capacity to work with IT packages at ease including our in-house data base and cloud-based systems. Mandate provides the most up to date mobile IT and data base access for all our staff. Therefore, the successful candidate must have excellent IT, verbal communication and writing skills. The Divisional Organiser will be supported by our Administration Support staff at all times.

The role of the Divisional Organiser involves the preparation of detailed claims and/or reports. Divisional Organisers are responsible for the implementation of Mandate's Data Protection Policy, ensuring that all membership data is secure and used only for the purpose of members' trade union membership.

The position is permanent full-time. The employee will be expected to be available during normal office hours. However, due to the nature of the job, work outside of normal office hours and over the weekends may arise. Overtime is not payable as the terms and conditions for the role reflect the need to cover these circumstances as the need arises.

### **Other core conditions are**

- An attractive salary reflective of a senior role within Mandate Trade Union
- A Defined Contribution Pension Scheme
- 26 Days' Annual Leave and additional service days where applicable
- A paid sick pay scheme
- Income Protection to support colleagues who find themselves with a long-term illness

A union car is provided, which is fully serviced and insured/taxed by the Union. a mileage allowance is in place to cover all business mileage. A clean full driving licence is required for this role.

The selected candidate will be required to pass a medical examination by Mandate's nominated Occupational Health Advisors prior to successfully being appointed.

Mandate is an equal opportunities employer and welcomes applications from all suitably qualified people.

## Summary of Principal Tasks

- To develop, direct and work as part of a divisional team.
- Provision of services and representation to members up to and including third party institutions.



- Organising and Recruitment of members.
- Collection and remittance of subscriptions.
- The implementation at divisional level of campaigns and strategies in conjunction with the relevant National Co-ordinators for Recruitment/Organising and Training, Education and Development.
- The implementation at divisional level of all industrial relations strategy as determined from time to time by the Biennial Delegate Conference, National Executive Council, General Secretary, Assistant General Secretary, and the relevant National Coordinator.
- To formulate on a timely and ongoing basis a divisional action plan and to implement same.
- The promotion of Mandate Trade Union, its mission and the recruitment and support of a vibrant activist base at divisional level and the ongoing empowerment/development of activists.
- The delivery of media campaigns/public relations in accordance with agreed Mandate policy
- Identification of local/divisional/national campaign issues and the development of appropriate delivery strategies.
- Participation in international/national/regional/local negotiations as appropriated or directed.
- Represent Mandate Trade Union at/on international/national/regional/local conferences or external bodies in accordance with union policy.
- Maintain a high profile of Mandate in the division in accordance with union policy.
- Provide cover and support as required to colleagues within other divisions, as determined by the leadership team.
- Ensure that divisional/administration and all relevant financial affairs are conducted in accordance with rules/policy.
- Provide leadership on all issues, social, economic, and political in accordance with the core principles of Mandate Trade Union and policy.
- Identify divisional resource requirements.
- To oversee, prioritise and coach the work of all staff who may be assigned to the Division. To put in place appropriate communication channels between the Divisional Organiser and all divisional staff to ensure effective delivery of Mandate services and strategies. To communicate to the appropriate reporting line any issues that arise which impact on the delivery of Mandate's services strategy.



- To ensure effective communications with divisional membership, activists and the divisional administrative centre.
- To work in conjunction with and responsibility for the assigned divisional administrative staff as to ensure the provision of efficient services and support to members and activists and to liaise with the appropriate line management on issues that may arise which impact the efficient delivery of these services.
- To ensure that all Mandate systems and procedures as notified are fully communicated and implemented at divisional level.
- To participate in Mandate's staff training and development programmes, as determined by the Leadership team.

