



Industrial Officer/Organiser - Job Specification

General

The position of an Industrial Officer/Organiser is a designated full-time employee in accordance with the rules of the Union. Working as part of a small team of industrial staff and organisers, the Industrial Officer/Organiser is expected to support the team in the achievement of specific objectives as determined by the union reporting directly in the first instance to the relevant Divisional Organiser, Assistant General Secretary, National Co-ordinator, but responsible ultimately to the General Secretary and the National Executive Council.

In the first instance the Industrial Officer/Organiser will be assigned a specific work-base Division and an allocation of members for whom the person will have a direct organising, servicing, and recruitment responsibility for as directed by the relevant Divisional Organiser. Furthermore, the Industrial Officer/Organiser in conjunction with the Divisional Organiser, Assistant General Secretary and the National Coordinator will retain a flexibility to work across all Divisions, when the need arises, in order to cover and support the appropriate staff resourcing of our national strategies such as our organising, recruitment and campaign projects, as well as supporting the resourcing of normal ongoing staff related absences.

It is of critical importance that the Industrial Officer/Organiser understands and has a capacity to effectively deliver a balanced approach between the organising, recruitment, and servicing functions and to ensure that they are aligned in such a way to achieve tangible benefits for members and the union. The following are some of the key areas of responsibilities/competencies required to perform the role

Organising

It is the responsibility of Industrial Officers/Organisers to develop and maintain a sound activists' base across all employments and to liaise with the appropriate Mandate personnel to ensure that adequate supports and training are provided for activists. Industrial Officers/Organisers will be responsible for developing a culture of union involvement and organising by activists within the division. The building up 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 Industrial Officer/Organiser must be capable of addressing organisational deficits including identifying, supporting and the mentoring of new representatives/shop stewards. Industrial Officers/Organisers are expected to initiate and involve members/activists in all Mandate campaigns and to fully support all Mandate campaigns.

Union Democracy

The Industrial Officer/Organiser is expected to offer guidance to the Local Councils within their allocation/division. This involves the Industrial Officer/Organiser assisting the Local 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. Locals may also require guidance in terms of their responsibilities regarding union elections, the Biennial Delegate Conference (BDC) and the application of union policy. Industrial Officers/Organisers are expected to arrange and attend their respective local meetings and also the Mandate Biennial Delegate Conference.

Recruitment

As a Mandate Industrial Officer/Organiser, recruitment of members is a core function. The Industrial Officer/Organiser has responsibility to ensure that an effective recruitment focus is in place in his/her division. This entails developing strategies for recruitment including mapping potential sites, pro-active campaigns and involvement in national recruitment programmes working closely with the relevant National Co-ordinator responsible for organising and recruitment. Overall, the objective is the recruitment of new members and strengthening of membership density in existing employments.

Servicing

This function falls into two distinct elements dealing with individual grievances and collective issues. The Industrial Officer/Organiser must at all time encourage and develop a low dependency culture with activities 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 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.

It is also important to have the capacity to develop sound and professional relationships with employer representatives in order that the best interest of the membership is served. In the case of large multi-site companies, it may be necessary for the Industrial Officer/Organiser to co-operate in developing a particular national strategy as directed by the Assistant General Secretary, National Co-ordinator and/or the appropriate Divisional Organiser.

Regarding both individual and collective representation an Industrial Official/Organiser must have a proficient knowledge of employment law and experience in the practical application of same to include representation of members at the various third-party institutions.

Training & Development

Addressing organisational deficits including identifying, supporting, 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 Local Council representatives and Shop Stewards, identifying any significant gaps in this area and taking action to ensure that these are filled, and any upskilling/training needs to be addressed.

Campaigns

The role requires a strong sense of social justice on issues not only impacting Mandate members directly in their employment, but also more generally in their everyday lives. To this end, the Industrial Officer/Organiser is required to campaign on agreed social and political issues of importance to Mandate members, their families, and communities.

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 Industrial Officer/Organiser to respond to verbal and written communications in a timely way, as well as ensuring diary management is maintained. Media communications may arise from time to time and the Industrial Officer/Organiser may be required to fulfil this role in conjunction with the Divisional Organiser, Assistant General Secretary and National Coordinator. Mandate will provide training in relation to media communications. You will be required to work to the terms of Mandate's communications policies, all of which will be provided to you upon your commencement.

Administration/IT

The role of the Industrial Officer/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. When the need arises Admin Support will be made available.

The role of the Industrial Officer/Organiser involves the preparation of detailed claims and/or reports. Industrial Officers/Organisers are responsible for the implementation of Mandate's Data protection Policy, ensuring that all membership data is secure and only used 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 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 Industrial Officer / Organiser Pay Scale ranging from €50,000 - €65,000
- 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 full clean 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 regardless of gender, marital or family status, age, disability, race, religion, sexual orientation, or membership of the Traveller community.

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