

ORGANISING LEAD - POSITION DESCRIPTION

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| Job Title: | Organising Lead |
| Reporting to: | Big Steps National Organising Director |
| Delegations of Authority: | Organisers (as assigned) |

Overview of the Position

United Voice NSW Branch's purpose is to *"Unlock the collective power of workers in our coverage, so that they are valued, respected and agents of socially progressive change in their work, lives and communities"*

An Organising Lead plays an important role in achieving the Branch's purpose.

- Key goals of this position:
- Develop Organisers;
 - Work with the Organising Director to develop and review strategic organising and campaign plans
 - Operationalise strategic organising and campaign plans with specific focus on recruitment and leadership development goals.
 - Implement online to offline organising plans
 - Be able to move into different Organising Lead roles depending on the needs of the branch, national union or campaign

- Key responsibilities of this position:
- Ensure effective translation of strategic organising plan into operational plans with measurable recruitment and leadership development targets
 - Manage organisers within the team and allocate work accordingly;
 - Provide required reporting on outcomes of operational plans;
 - Work with the Organising Director to identify opportunities and manage any risks;
 - Assess and support the development of Organisers and member leaders/delegates;
 - Implement organising and accountability tools, including digital organising tools;
 - Promote the direction of the Union;
 - Work with Executive Officers and broader Leadership Team to improve union structures that help grow the Union;
 - Promote a positive internal culture and shared unity of purpose.

Required Skills and Knowledge

To perform the role of Organising Lead successfully an individual should demonstrate the following essential skills and knowledge:

Organising:

- highly skilled in union Organising with at least 3 years' experience as an Organiser;
- proficient in the Structured Organising Conversation and other theories of Organising;

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- can develop member leaders and leadership structures at the workplace and industry/sector level
- can work with members to organise around bargaining or workplace issues
- can develop sustainable organising structures, i.e. Steering Committees, Leader Councils etc;
- proficient in digital organising

Strategic Planning:

- understands and is competent in organising strategy development;
- can plan and produce documented plans for team
- can understand and translate a strategic plan into an operational plan, taking into account industrial and political environment;
- can articulate the Branch's purpose and the winning aspiration the campaign
- can engage with member leaders in planning;
- can develop appropriate messages for the different stages of the plan;
- able to identify strategic targets;
- can analyse data / information and integrate in operational plans;
- can analyse and adjust operational plans to build worker power;
- can report on plan implementation;
- can assist and develop Organisers to create and implement fortnightly workplan
- can identify resource requirements to implement plan e.g. blitzing, Member Organisers;
- can identify alternative methods of contacting workers.

Use of Systems and Tools:

- can strategically and systematically record and analyse information;
- can utilise membership databases (Ulink and Unionware) to analyse and retrieve relevant data;

Organiser Development:

- ability to assess and develop Organisers' skills, including Member Organisers' and key delegates;
- can embed development opportunities for Organisers in day-to-day work;
- can assess and identify ways to develop Organisers' ability to negotiate enterprise agreements.

Leadership

- ability to lead a team
- experience in supervising, motivating and supporting Organisers to reach targets;
- ability to brief and debrief Organisers on implementation of plans; and individual and team performance;
- ability to manage competing priorities;
ability to develop working relationships with Officials within the Branch, the national union and other Unions.

Industrial

- has a good understanding of the Enterprise Agreement making process;
- ability to work with member leaders to negotiate enterprise agreements
- ability to organise around bargaining
- ability to interpret and enforce entitlements through collective action and delegate involvement.

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Expected Values and Behaviours

To perform this job successfully an individual is expected to demonstrate the following values and behaviours:

- Commitment to the union's values – fairness, compassion, equity and dignity of workers;
- Regard for the values of community and collectivism, fair access and distribution of society and the right to participate and dissent;
- Ensure members have a real say in decision making;
- Always speak positively of United Voice and members;
- Work collaboratively and respectfully;
- Honesty and integrity;
- Attention to detail;
- Ability to reflect and critique on individual and team work and be responsive to feedback and instruction;
- Adhere to all policies and procedures;
- Proper use of resources.

Required qualifications/licenses

To perform this job an individual will be required to have or obtain and maintain:

- A valid driver's license;
- Right of Entry Permits.