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**VACANCY**

**Post:** Organiser (Recruitment & Retention) - Midlands and North West and North Wales

**Department:** Organising Department

**Location:** Working on a remote basis from home & utilising the RMT’s offices. Nationally mobile with primary responsibility for Midlands and North West and North Wales regions.

**Job Reference Number:** MFP/123/5/2020

**Closing Date: 26th May 2020**

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**Vacancy Reference Number: MFP/123/5/2020**

Dear Candidate,

**Re Vacancy – Organiser (Recruitment & Retention)**

A permanent vacancy has arisen for the post of Organiser (Recruitment & Retention) - Midlands and North West & North Wales within the Organising Department. The salary is £42,738 pa plus a 5% Irregular & Unsocial hours Payment rising (after 1 completed years service) to £44,061.00 pa plus a 5% Irregular & Unsocial hours Payment for a 34-hour week. The following documents are enclosed for your reference:

* Introduction to the RMT
* RMT Mission Statement & Aims
* Job Application Guidance
* Job Description
* Person Specification
* Organising Department Reporting Structure
* Recruitment Timetable
* RMT Summary of Conditions and Terms of Employment
* Equal Opportunities Statement Summary
* Vacancy Advert

Applicants should complete the form in full, using the appropriate sections to outline their suitability for the role. Please pay particular attention to the section entitled ‘Supporting Statement’ which gives all candidates an opportunity to provide detailed information regarding their skills, abilities, qualifications, experience and demonstrate how they meet the criteria as set out in the person specification. **Please note that CVs or Testimonials will not be accepted.**

In accordance with our Equal Opportunities Statement, selection will be based solely on the criteria of merit, ability and relevant experience. The application is available in large print if required.

Please email your application form to rmtpersonnel@rmt.org.uk. If you are unable to send it by email, please mark your envelope ‘Private & Confidential’ and send it to Mr Michael Carty, Personnel Officer at the following address: RMT, Unity House, 39 Chalton Street, London, NW1 1JD.

**Applications should be returned by no later than 17.00 hours on Tuesday 2nd June 2020. Applications received after the deadline will not be considered.**

Yours sincerely,



Mick Cash

General Secretary

**NATIONAL UNION OF RAIL, MARITIME AND TRANSPORT WORKERS (RMT)**

The National Union of Rail Maritime and Transport (RMT) was formed on 10th September 1990 as a result of a merger of membership of the ‘The National Union of Railwaymen’ and ‘The National Union of Seamen’.

Both of the Unions have long, historic and proud traditions, within their own rights, going back to the turn of the century.

The RMT places emphasis on being a specialist Transport Union. Whilst railways make up a large proportion of its membership and the Union remains the largest of the three railway trades Unions, increasingly its membership is to be found in industries connected with the broad base of transport. Privatisation, and the breaking up of companies such as the National Bus Company and Associated British Ports, has contributed to this position. This together with the break up of British Rail has resulted in the Union having to negotiate with numerous companies. Representing approximately 80,000 members in almost every sector of the transport industry, from mainline and underground rail to shipping and offshore, buses and road freight.

**RMT Organisational Structure**

The Union's structure is as follows:

Members are contained in over 200 Branches throughout the country and these Branches are grouped geographically into twelve Regional Councils - the main function being to eliminate non-unionism and to recruit members employed by those Employers with whom we have negotiating rights.

Some seven Regional Offices are operated in Birmingham, Bristol, Doncaster, Glasgow, Liverpool, London and Southampton. There are also other Offices in Aberdeen, Dover and South Shields.

The structure comprises of a President, General Secretary, Senior Assistant General Secretary, Assistant General Secretary, National Secretary & Assistant National Secretary for Maritime matters, 16 members of the National Executive Committee (4 Maritime, and 12 General grades), eighteen Regional Organisers and administrative staff.

**Head Office**

The Union's Head Office is currently situated at Unity House, 39 Chalton Street, London, NW1 1JD which is off the Euston Road.

**AGM**

The Annual General Meeting (Annual Conference), with approximately 70 delegates (elected by Branches), is the governing body of the Union. Between Annual General Meetings the Union is controlled by the National Executive Committee.

**Specialist Sections**

The Union’s Administration, which works under the direction of the General Secretary, is split between the Union’s Head Office and the Regional Offices. There are nearly sixty Staff employed at Head Office and nearly forty Staff in the Regional and other Offices, including the Bob Crow National Education Centre.

The Union’s Organising Department deals with our recruitment and retention strategy and comprises of a National Organising Co-ordinator and several organisers (Recruitment and Retention). All posts within this Department are required to campaign throughout the country, both onshore and offshore, and are therefore nationally mobile.

The Industrial Relations Department is responsible for the administration of industrial ballots and the reporting of the progressions of major pay and conditions of service claims to the National Executive Committee.

The National Policy Department provides a specialist service dealing with Pensions, Health & Safety, Equal Opportunities, Politics, and Research to assist the Union towards its aims. The Union’s in-house Legal Department is based at Maritime House, Clapham, London and provides legal services to the Union and its members.

The Membership Services & Constitution Department & Finance Department cover a number of sections dealing with the maintenance of the Union’s membership data base, collection of subscriptions, organisational policy, internal elections, production of minutes and reports from the Union’s Committees and Conferences, administration of the Union’s income and expenditure, property, Information Technology, office maintenance and services, payment of benefits to members. Personnel matters in respect of the Union’s Employees are covered by the Union’s Personnel Officer.

**Regional Offices**

The Regional Office Staff provide administrative support for the Regional Organisers and assistance to individual members calling in.

**National Education Centre**

The RMT opened its residential Education facility in 2006. The facility, renamed the Bob Crow National Education Centre, now supports the education of around 900 RMT students each year. Three bespoke teaching rooms, covering an extensive programme of courses, equip and support our Representatives, officials and Officers in the key role of representing our members. The education programme is RMT specific and delivered by RMT trained tutors drawn from the ranks of our union and the Centre provides a high quality residential facility, that all our staff are rightly proud of, to our RMT students. The Centre has, in recent times, also been the first choice for a number of National Executive Committee meetings and Industrial Organising Conferences. The Centre is owned by the RMT membership and its ethos is simply to provide what our members need their representatives to be educated with.

**RMT Mission Statement & Aims**

**Job Application Guidance**

The completed application form should be emailed to: **rmtpersonnel@rmt.org.uk****.** If you are unable to send it by email, please mark your envelope ‘Private & Confidential’ and send it to Mr Michael Carty, Personnel Officer, RMT, Unity House, 39 Chalton Street, London, NW1 1JD.

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| --- | --- |
| **POST** | Organiser (Recruitment & Retention) |
| **LOCATION** | Working on a remote basis from home & utilising the RMT’s offices. Nationally mobile with primary responsibility for Midlands and North West & North Wales regions. |
| **REF:** | (MFP/123/5/2020) |
| **CLOSING DATE** | 17.00 hours, 2nd June 2020 |

**Read all the material provided,** including the Job Description/Person Specification, this will give you the opportunity to assess whether or not the post is suitable for you.

**It is recommended that you initially write your application out in draft, this will prevent unnecessary mistakes, repetitions etc.**

**Consider all the points carefully**

**-** Gear your application to the post in question;

- Give as much detail as possible about your present or last post. This will show the skills you are currently using and may uncover areas you may think are not important;

- Previous employment should also be included, but make the most important points you think are relevant to this post;

- The Supporting Statement is the most important part of your application form. Please use this section to give details of other relevant (including transferable) skills, experience, abilities, and qualities you have that are mentioned in the Person Specification e.g. voluntary work. Where possible, you should provide examples of what you have done which demonstrates how you meet each point of the criteria**.** **Please use the application form as curriculum vitae (CV) will not be accepted. If you do not address each shortlisting criterion you will not be shortlisted for interview**.

- Do not forget to include information about trade union membership and experience. This may be very important for the post and show some less obvious talents.

The RMT will accept applications submitted in accessible formats**.** Where possible TYPE your application form or write clearly in BLACK INK as the form will be photocopied. Please do not stick pages onto the form but include them as separate pages. Please use the application form as curriculum vitae (CV) will not be accepted. Take note of the closing date and get your application in on time or it may not be considered.

**Job Description**

# Job Title: Organiser (Recruitment and Retention)

**Department:** Organising Department

**Location:** Working on a remote basis from home & utilising the RMT’s offices. Nationally mobile with primary responsibility for Midlands and North West & North Wales regions

**Responsible to:** National Organising Co-ordinator (NOC)

**Salary**: £42,738 pa plus a 5% Irregular & Unsocial hours Payment rising (after 1 completed years service) to £44,061.00 pa plus a 5% Irregular & Unsocial hours Payment

**Hours:** 34 hours

**Reference**: MFP/123/5/2020

**Purpose**

To plan and implement active organising campaigns designed to increase the RMT’s membership density by building increased levels of activity at the workplace and to develop an effective recruitment and retention strategy. To ensure there is strong RMT organisation in the workplace by liasing with local branches and regional structures throughout the country and offshore.

# Main Duties & Accountabilities

1. Work under the direction of the National Organising Co-ordinator on recruitment and retention.
2. Create and maintain organising campaigns designed to build increased levels of union activity whilst increasing the recruitment and retention of new members. High level of ‘outside’ work in and around a variety of workplaces.
3. Work in liaison with local organising committees, local activists and Regional Organisers
4. Identify new campaigns including ‘Greenfield’ targets.
5. Create and apply effective Action Plans. Review plans.
6. Identify any areas where we are losing members and coordinate defensive action accordingly
7. Maintain personal stock of recruitment materials
8. Liase with Regional Structures on recruitment / retention issues
	* Examine and enhance action plans.
	* Establish targets, monitor progress and carry out regular reviews
9. Maintain and expand base of activist recruiters and RMT contacts within your campaigns
10. Support activists through
	* Provision and design of recruitment & retention materials
	* Assist with Action Plans and Mapping Activity
	* Maintain relevant databases
	* Best Practice notes
	* Carry out relevant training
	* Motivate and inspire membership
11. Produce and circulate propaganda (after approval from NOC) aimed at maximising recruitment and retention
12. Liaise effectively with all RMT structures to identify recruitment and retention issues
13. Produce reports, publicity and propaganda as required

**General**

14. To comply with the Union’s Equal Opportunities Policy Statement and other relevant organisational policies as set out in the Staff Handbook as appropriate.

15. To carry out all reasonable tasks and duties applicable to the role and the service provided by the department.

16. To make full use of all information and communication technologies and to adhere to the General Data Protection Regulations (GDPR) as appropriate to the role.

17. To proactively identify areas of continuous improvement to enhance the level of service provided.

18. To carry out all duties with due regard to the provisions of the Health and Safety legislation and any applicable agreements.

**The above list of responsibilities is not exhaustive and sets out the duties of the post at the time. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility the role entails**

**Person Specification**

# Job Title: Organiser (Recruitment and Retention) - Midlands and North West & North Wales

**Department:** Organising Department

**Location:** Working on a remote basis from home & utilising the RMT’s offices

**Responsible to:** National Organising Co-ordinator (NOC)

**Salary**: £42,738 pa plus a 5% Irregular & Unsocial hours Payment rising (after 1 completed years service) to £44,061.00 pa plus a 5% Irregular & Unsocial hours Payment

**Hours:** 34 hours

**Reference**: MFP/123/5/2020

This person specification outlines the essential criteria which will be used as part of the selection process in respect of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post as outlined in the job description. It forms the basis for selecting a candidate for the post.

In accordance with RMT policy, all appointments are made on merit, ability and relevant experience.

**The criteria marked (S) will be assessed at the shortlisting stage, the criteria marked (I) will be assessed at the interview stage and the criteria marked (T) will be assessed by means of a test at the interview stage.**

**Candidates must address all the criteria marked (S) in the Supporting Statement section of the application form to be shortlisted for interview.**

**Key Selection Criteria:**

1. Ability to understand and transform RMT’s Organising strategy into planning implementation and organising projects to deliver stronger organisation and increased membership density. (S) & (I)
2. Proven experience of a high standard of organising as well as recruitment and retention in a trade union environment (S) & (I).
3. Excellent time management and good self organisational skills including setting priorities (S) & (I).
4. An ability to build and develop solid working relationships using diplomacy with a diverse range of people, including staff at all levels, RMT officers, lay union representatives and RMT members (I).
5. An ability and willingness to inspire and motivate non members to join RMT and to retain existing RMT members. (I)
6. Experience of developing political astuteness and deploying diplomatic skills to resolve difficult situations (I)
7. Ability to produce effective campaign materials such as flyers, posters and newsletters. Ability to use Microsoft packages including Word, EXCEL and PowerPoint (S) & (T).
8. Ability to understand statistics to interpret results from membership and industry data and to review information to identify and interpret any patterns or useful trends in data sets. (S) (T)
9. An ability to report outcomes in writing and to present findings effectively. (T) & (I)
10. Evidence of an understanding of health and safety issues relevant to the environments in which RMT members work or evidence of an ability to successfully undertake such training (S) & (I).
11. Excellent interpersonal and communication skills both verbal and written (S) & (T).
12. Able to work a variety of ‘irregular and unsocial hours’ which can occasionally mean working away from home - undertaking overnight stays where necessary (S).
13. Accurate processing skills and able to use information effectively (S) (I) (T).
14. Ability to work flexibly with a minimum of supervision, solving problems as they arise and the capacity to pro-actively deliver a complex and broad programme of work (S) (I)
15. Ability to plan, prioritise and organise their workload to meet required deadlines (I)
16. Experience of working with highly confidential and sensitive information/data, using the required level of discretion at all times (S) (I).
17. Excellent team working skills (S) (I).
18. Demonstrate a commitment to and an understanding of the RMT’s Equal Opportunity Policy Statement (S) & (I).
19. Demonstrate an understanding and support for the core principles of the RMT and the trade union movement (S) & (I).
20. Possession of, or a commitment to obtaining, a valid full driving licence (I)

**Organising Department Reporting Structure**

**Recruitment Timetable –**

**Organiser (Recruitment & Retention) - Midlands and North West & North Wales**

**RMT Summary of Conditions and Terms of Employment**

**Job Title:** Organiser (Recruitment & Retention) - Midlands and North West & North Wales

**Department:** Organising Department

**Location:** Working on a remote basis from home & utilising the RMT’s offices. Nationally mobile with primary responsibility for Midlands and North West & North Wales regions.

**Salary:** £42,738 pa plus a 5% Irregular & Unsocial hours Payment rising (after 1 completed years service) to£44,061.00 pa plus a 5% Irregular & Unsocial hours Payment

**Hours** 34 hours per week

**Holidays**

The annual leave year commences on 1st January and ends on 31st December and the following arrangement applies to full-time staff:

* After 1 year’s service - 27 days annual leave
* After 10 years’ service - 30 days annual leave

Part-time staff receive a pro rata allocation of leave.

In the first year of employment new appointees accrue 5/12ths of their annual leave entitlement for each completed month of service.

**Bank & Public Holidays**

An additional day is given to full-time staff with each Bank Holiday. An additional day in respect of the May Bank Holiday is taken at Christmas. Part-time employees will receive a pro-rata allocation of leave in respect of Bank and Public Holidays.

**Payment of Salary Cycle**

Salary is payable on a four-weekly basis through BACS.

**Probationary Period**

On first joining the RMT, all new staff will normally be appointed subject to a probationary period of six months.

**Residential Travel**

The Union provides assistance to staff with the cost of rail travel to and from home to work, up to a maximum of 40 miles from the place at which you are employed. This is provided either by provision of an annual season ticket or by the payment of a travel allowance.

**Occupational Pension Scheme**

The RMT offers membership of a shared cost defined benefit salary based occupational pension scheme. The Union pays contributions into the scheme based on a multiple of members' contributions.  Members’ contributions are 40% of the cost of providing benefits. The current employee’s contribution rate and employer’s multiple for new entrants are shown in the table below:

|  |  |  |
| --- | --- | --- |
| **Section** | **Employee Contribution Rate**  | **Employer Contribution Rate** |
| 2013 | 9.24% | 14.86% |

The Scheme offers a number of potential benefits to members including:

* The option of retirement at age 62
* A pension based on 1/80 of final pensionable salary for each year of service
* A  lump sum payment on retirement from employment
* Death in service benefits
* A  pension to a spouse or qualifying dependant in the event of death

**Shared Parental Leave**

Shared parental leave entitles eligible parents of babies due, or children placed for adoption, on or after 5 April 2015 with the opportunity to consider the best arrangement to care for their child during the child’s first year. Eligible parents have the right to opt to take shared parental leave if they meet the eligible criteria.

**Paternity Leave**

All staff with the exception of women on maternity leave or staff on adoption leave will be entitled to receive 3 weeks paid paternity leave per confinement or adoption at their normal rate of pay inclusive of any statutory paternity pay.

**Maternity Leave Entitlement & Maternity Pay**

A pregnant member of staff will be eligible for Ordinary Maternity Leave (OML) of 6 months and Additional Maternity Leave (AML) of a further 6 months, during which 39 weeks will be paid at the basic rate of pay including any Statutory Maternity Pay (SMP) entitlement.

This is followed by a further 13 weeks additional unpaid leave.

**Equal Opportunities Statement Summary**

Introduction

1. RMT is committed to becoming an equal opportunities employer.
2. It is our policy that no present, future or potential employee shall receive less favourable treatment on the grounds of:
* social status
* age
* disability
* gender reassignment, sex, sexual orientation
* marital status, marriage and civil partnership
* pregnancy and maternity
* race, colour, ethnic or national origin
* religion or belief
* or trade union activities or membership
1. This policy will be implemented in accordance with all relevant legislation. Full account will be taken of any official codes of practice which are issued from time to time.
2. The Union will ensure that recruitment; selection, training and promotion of staff and the application of any other benefits in employment are based solely on the criteria of merit, ability and relevant experience.
3. Management will ensure that this policy is properly implemented and that all employees are aware of and accept the policy.
4. Staff Side recognise that employees have a responsibility to ensure equal opportunity for and non-discrimination against fellow employees.
5. People from currently under represented groups, will be encouraged to apply for jobs. Staff Side and Management will jointly monitor progress towards achieving proper and equal representation through a standing recruitment joint working party, convened at either party’s request.
6. Particular attention will be paid to the training needs of under represented groups. This will be done in conjunction with the staff training programme.
7. All members of staff will receive training (to be agreed) in equal opportunities within 12 months of ratification of this document, or 6 months of beginning work at RMT.
8. Sympathetic consideration will be given to all requests for part-time/job share or other flexible working arrangements of current posts. Agreement for the terms and conditions of such posts will be through the existing machinery of negotiation.

**Vacancy Advert**

**Organiser (Recruitment & Retention) Midlands and North West and North Wales**

£42,738 pa plus a 5% Irregular & Unsocial hours Payment rising (after 1 completed years service) to £44,061.00 pa plus a 5% Irregular & Unsocial hours Payment

Working on a remote basis from home & utilising the RMT’s offices .Nationally mobile with primary responsibility for Midlands and North West and North Wales regions.

**Reference Number: MFP/123/5/2020**

A permanent vacancy has arisen for the post of Organiser (Recruitment & Retention).

Within the Organising Department, you will implement a high quality frontline, innovative and proactive recruitment and retention strategy throughout the transport and off shore energy industries.

To succeed in this new role you will need:

* To demonstrate an understanding and support for the core principles of the RMT and the trade union movement;
* Proven experience of a high standard of organising as well as recruitment and retention in a trade union environment;
* An ability to build and develop solid working relationships using diplomacy with a diverse range of people, including staff at all levels, RMT officers, lay union representatives and RMT members;
* Able to work a variety of ‘irregular and unsocial hours’ which can occasionally mean working away from home - undertaking overnight stays where necessary
* An ability to report outcomes in writing and to present findings effectively.
* Working knowledge of Microsoft packages including Word, Excel & Outlook

In return we can offer you a friendly working environment, a final salary pension scheme, assistance with travel to and from work and generous annual leave.

**The closing date for receipt of applications is Tuesday 2nd June 2020 at 17:00 hours.**

**The RMT is an Equal Opportunities Employer and appointments are made on merit, ability and relevant experience.**