**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title:** Trade Union Organiser

**Directorate:** Employment Relations and Union Services

**Team:** Field Services

**Grade:** Grade 6

**Hours:** 35 hours per week (based in London office)

**Accountable to:** Head of Employment Policy and Organising

**Main Purpose of the post:**

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| The post-holder will work closely with all members of the Employment Relations and Union Services (ERUS) team to support the continued development of an effective trade union organisation. The post-holder will recruit and support workplace activists, recruit and retain members and build workplace organisation through local activity including events and local campaigns as appropriate. |

**Main duties and responsibilities:**

|  |  |
| --- | --- |
| **1.** | To carry out recruitment of stewards, safety representatives and workplace contacts, particularly where significant gaps are identified. To recruit members, with a particular focus on support workers. |
| **2.** | To work with the relevant group of Senior Negotiating Officers (SNOs) to take forward the organising strategy, identifying a programme of work within regions and countries. This will include recruitment of reps and members, member engagement and campaigns as appropriate. |
| **3.** | To organise and deliver workplace meetings and other workplace activity to support the organising agenda,  |
| **4.** | To gather and feedback information from workplace activities, stewards and safety reps on issues and trends and by working with the Policy and Organising team and other officers enable an evidence-based plan of work.  |
| **5.** | To support members to campaign on particular workplace issues, working within regional and country teams as appropriate, and engaging with local organisations and stakeholders. |
| **6.** | To act as a resource for, and work alongside, CSP stewards and safety representatives to support local activity, identify other activists and build workplace organisation.  |
| **7.** | To work internally across the CSP and engage with other staff who work with member activists, including the diversity, regional and professional networks to build positive working relationships. |
| **8.** | To engage with CSP students and support workers primarily through lay member committees and structures and to support work across directorates to increase recruitment amongst these groups. |
| **9.** | To participate in cross-directorate operational and strategic planning [ on member recruitment, retention and engagement providing member and activist insight from organising initiatives and supporting the CSP’s recruitment and retention objectives. |
| **10.** | To ensure there is proper planning and a full evaluation of the outcome of any organising initiatives. |
| **11.** | The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team. |

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## Person Specification Form

*The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.*

***E*** *– Essential requirements are those without which the job could not be done.*

***D*** *– Desirable criteria are those that may enable better or more immediate performance in a job.*

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL/**DESIRABLE****(E or D)** | **ASSESSED BY APPLICATION/****INTERVIEW/****TEST (A/I/T)** |
| **Educational Requirements** |  |  |
| Formal training or education in relation to trade union organising | D | A |
|  |  |  |
| **Previous Experience** |  |  |
| Organising experience gained with a trade union or equivalent experience gained in another organisation. | E | A/I |
| Experience of undertaking project work  | D | A/I |
| Experience of evaluating impact of projects/initiatives | D | A |
| **Professional/Technical and Occupational Requirements** |  |  |
| Intermediate skills level in the following Microsoft Applications: Word, Excel, Outlook | E | A/I |
|  |  |  |
| **Skills and Knowledge**  |  |  |
| Demonstrates a high level of verbal and written communication skills including presentation skills  | E | A/I |
| Understands the role of workplace representatives and the importance of organising. | E | A/I |
| Demonstrates an understanding of members and the particular issues for a trade union and professional body  | E | A/I |
| Broadly understands current government policy on Health and Social Care and the potential impact on trade unions and their membership across the four countries. | E | A/I |
| Understands the importance of facilitating members to find their own solutions to workplace issues. | E | A/I |
| Identifies and implements creative ideas and solutions to support members in the workplace  | E | A/I |
| Has ability to work alone and be self-motivated.  | E | A/I |
| Works collaboratively with staff and members across the organisation to share information and involve others to improve outcomes for members  | E | A/I |
| Uses data/intelligence from membership databases and knowledge to influence and inform decisions.  | E | A/I |
| **Other Requirements**  |  |  |
| * Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.
 | E | A/I |
| * Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.
 | E | A/I |
| * A commitment to trade union principles.
 | E | A/I |
| * Ability to undertake the significant travelling and the unsocial hour’s required of the post.
 | E | A |