



JOB DESCRIPTION

Job Title	Seafarers and Inland Navigation Coordinator (B4)
Department	Maritime – Seafarers and Inland Navigation
Reports to	Maritime Coordinator
Direct reports	Seafarers and Inland Navigation Assistant Coordinator ITF Accredited Representative to the IMO

Main Job Purpose

To develop and advance union power for seafarers and inland navigation workers through:

- Developing and implementing strategic work programmes for the sections at the direction of the Maritime Coordinator, the General Secretary (GS) and Sections' governing bodies.
- Establishing methodologies and processes for section activities.
- Managing section strategies to maximise external influence and internal cooperation with other SRDs
- Establishing methodologies and processes for recruitment, training and development of the sections team.
- Leading the sections: allocating resources, assessing workload progress, including creating a robust evaluation process and addressing gaps in the implementation of the sections overarching work programmes

Main Responsibilities

Section and Project Leadership

- Deputise for the Maritime Coordinator when required and agreed by the Maritime Coordinator
- Lead the sections work programme
- Develop and execute sectoral activities and projects including the integration in other cross sectoral and departmental global campaigns where appropriate
- Develop robust project capacity both internally and within a network of section affiliates
- Lead project planning in conjunction with affiliates, and both London and regional teams including ETF
- Collaborate with other key stakeholders under the direction of the Maritime Coordinator
- Collaborate with regional secretaries and ETF on the sections work programmes and cross sectoral priority campaigns and projects
- Lead the development and implementation of sections work plans that reflects global strategic directions and priorities in the sections
- Accountability to the sections governing bodies for the work plans
- Develop and maintain external relationships with industry relevant organisations
- Represent ITF to external organisations under the direction of the Maritime Coordinator and General Secretary
- Collaborate with the Maritime team and lead on designated projects where appropriate

Staff and resources Management

- Effectively line manage Seafarers and Inland Navigation Assistant Coordinator and ITF Accredited Representative to the IMO, and provide leadership to all section staff
- Accountable for the management of the section's planning and budgeting.
- Enable a culture of open communication between employees and senior management to enhance employee engagement with ITF, its mission and values



Other

- Any and all duties commensurate with the grade of the post as directed by the Maritime Coordinator or General Secretary to meet the needs of the organisation



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent	Relevant university degree; or equivalent qualification or experience
Knowledge, experience and technical skills	<p>Significant experience of effective leadership at a senior management level, including developing and leading on the successful implementation of key organisational strategies within a national trade union or in a social movements context</p> <p>Demonstrable high level of authoritative understanding of global political and environmental issues that impact on seafarers and inland navigation workers</p> <p>Proven experience in developing, implementing and leading strategic work programmes</p> <p>Experience of motivating and managing people, demonstrating an appropriate balance between empowerment, being supportive and assertiveness to drive a high achievement culture</p> <p>Experience of achieving successful organisational change and management of significant complex projects within agreed budgets</p> <p>Excellent communication skills – including fluency in English, and strong presenting, advocacy, debating and report writing skills</p> <p>Ability to use Microsoft Office packages, including Word, Excel, PowerPoint, email, internet and diary software to an intermediate level</p>	<p>International trade union experience</p> <p>Proven experience of working with NGOs</p> <p>Experience in policy work</p>
Personal attributes/skills	<p>Ability to think strategically, interpret and analyse complex issues from both qualitative and quantitative data with speed and accuracy, and communicate them effectively and credibly to different audiences</p> <p>Highly skilled at building effective working relationships with colleagues and stakeholders both inside and outside the organisation</p> <p>Ability to build effective relationships with affiliates and demonstrate political awareness</p>	Fluency in a second language



	<p>Exceptional attention to detail and ability to work simultaneously on multiple priorities</p> <p>Able to motivate staff, set clear expectations around performance, identify clear measures for progress, and tackle poor performance promptly</p> <p>Ability to exercise initiative, discretion, and judgement</p> <p>Sound financial management and risk management skills</p> <p>Sound research skills and proven experience in analysing strategic research to support campaigns</p> <p>Able to challenge constructively, influence stakeholders and drive change</p> <p>Ability to work under pressure and work effectively in a crisis</p> <p>Ability to plan and lead projects following tight deadlines</p> <p>Ability to work collaboratively and as part of a team</p> <p>High ethical standards, methodical and diligent, whilst keeping in mind the values and objectives of the organisation</p> <p>Proactively identifies opportunities and challenges. Contributes ideas for solutions; and works to understand how to create positive change</p> <p>Ability to maintain resilience and a positive outlook</p> <p>Respects and values equality and diversity and has an understanding of how to support this in operational activity</p> <p>Commitment to social justice and trade union values</p>	
<p>Practical requirements e.g. hours, requirement to travel</p>	<p>Ability to undertake international travel, as required</p> <p>Ability to work flexibly, including working out of office hours, as required</p>	

Graded May 2020