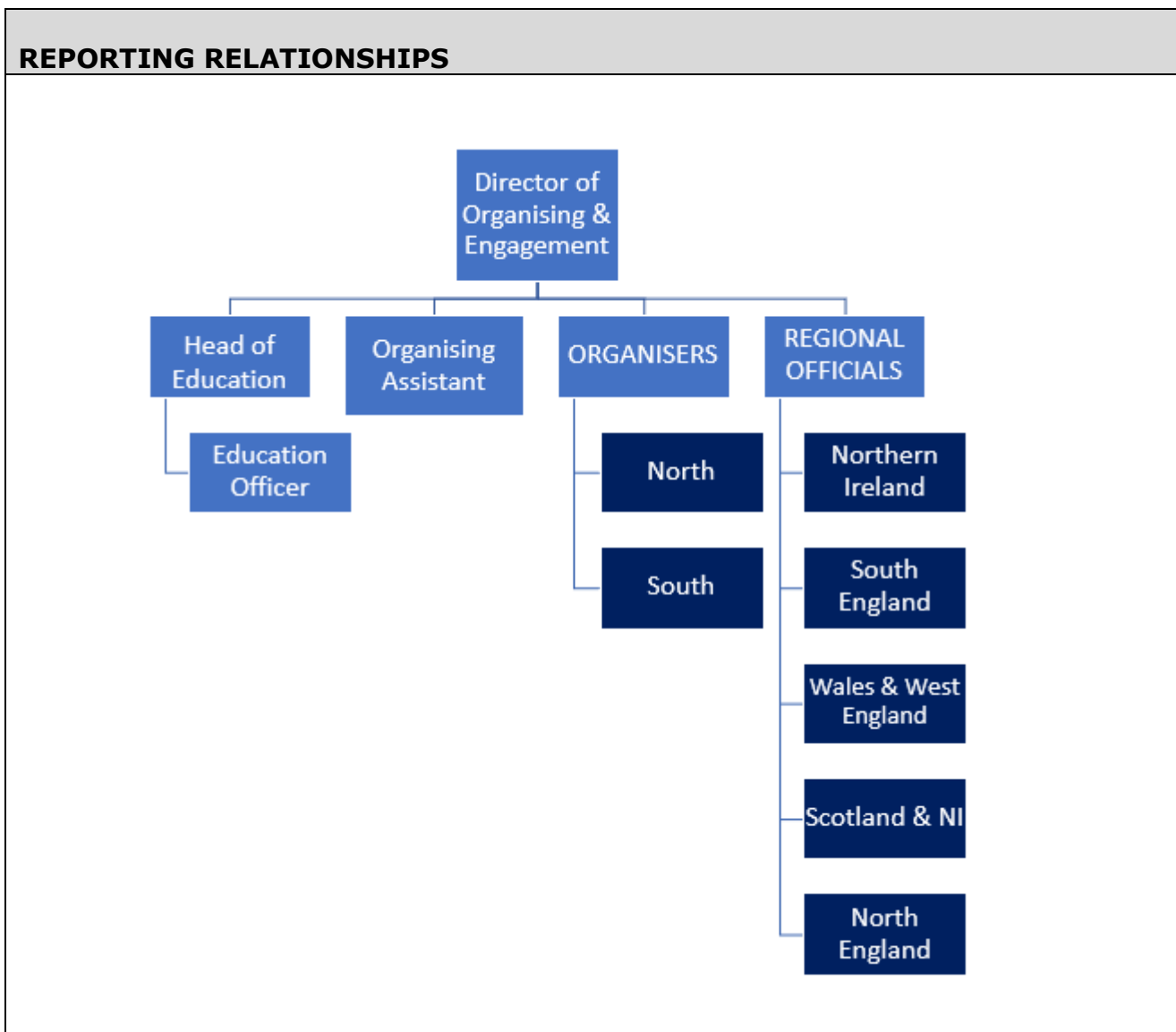


Job Description – Organiser (Wales & West)

OVERVIEW	
Company	The Pharmacists' Defence Association
Location of Job	Home-based
Department	Organising & Engagement Department
Job Title	Organiser

ISSUE & REVISION	
Original Issue Date	3 rd December 2019
Revision/Reissue Date	June 2022



JOB DETAILS	
Employment Status	Permanent
Reporting To	Director of Organising & Engagement
Responsible For	No direct reports
Overall Purpose/Scope of Position	<p>To work face-to-face (and to use technology) to exploit opportunities to recruit, engage, develop, support, and retain members from all sectors of pharmacy.</p> <p>To identify support and develop reps to grow membership, to organise, empower and campaign with their members in workplaces, in regions and sectors.</p> <p>To provide reports on sector, regional and workplace member and potential member activity that keeps the Director of Organising & Engagement fully informed of issues which might impact upon the delivery of organising and engagement team targets and/or on national policymaking/terms and conditions negotiations.</p> <p>To be a catalyst for the work of the Union Regional Committees and PDA Networks to recruit, engage and organise members within their region and to increase active participation of members in national campaigns, Conference and PDA events. To develop new member and rep networks as agreed with DoO&E.</p> <p>To ensure that organising team targets are met regionally and via sectors and campaigns</p> <p>To support the Organising & Engagement department to develop a centre of Organising Expertise.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Lead recruitment, organising and campaign activity by directly or indirectly maximising contact with members, reps <i>and</i> potential members and reps, using technology and in person. • Account manage organising and recruitment projects and campaigns within their region and/or sectors, as agreed with the Director of Organising & Engagement • Increase the visibility of PDA by organising workplace, sectoral and regional events and activity online using Microsoft Teams and occasionally in person working closely with reps and members • Provide specialist organising, recruitment and campaigning knowledge, expertise and support to

	<p>members, reps, and the Regional Committees to organise around collective issues and campaigns</p> <ul style="list-style-type: none">• Where requested, to participate in project teams sharing organising and recruitment expertise• Provide reports and feedback from members, potential members, and reps to inform regional, national, and sectoral projects, work streams and campaign activity• Help pharmacists to appreciate the PDA's "local" presence as a key part of their employment world• Identify, motivate, and coach more and better reps, regional and sectoral, by using technology and on occasion visiting workplaces, meeting members and reps face-to-face. To be a catalyst and facilitator to building capacity in workplaces, in sectors and networks.• Use available resources to optimise the recruitment, engagement, development and retention of reps, active members, and Regional Committees.• Developing and delivering meetings, events, webinars presentations and online workshops for members and reps liaising with the Head of Education.• Support the integration of learning and organising working with members and reps liaising with the Head of Education, as required.• Mentor and support members and reps to build workplace and sectoral capacity towards recognition and/or engage members and develop reps to actively participate in recognition and other PDA campaigns working closely with colleagues.• Map recruitment and organising potential within workplaces, sectors and regionally advising the Head of Organising & Engagement.• Encourage and support the activity of PDA networks within the region and/or nationally as required e.g., equalities, pre-reg.• Provide initial advice to members and potential members on all aspects of the PDA work signposting to further information, expertise, legal support, and guidance as appropriate.• Developing member communications such as newsletters, factsheets and campaign resources as required working closely with colleagues in Communications Team.• Represent the PDA in external fora, as required.• Mentor colleagues in recruitment, organising and campaigning.• Advise the Director of Organising & Engagement
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	<p>about issues which might impact upon the achievement of union-wide organising and recruitment objectives and/or upon national policy making and terms and conditions negotiations.</p> <p><i>(NB: Collective bargaining and casework are managed by the Defence Services Department).</i></p> <p><i>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.</i></p>
Hours/Working Pattern	<ul style="list-style-type: none"> • 22.5 hours -30 hours per week, standard (3-4 days per week) • Working based at home • Attending meetings at head office as required and participating in face to face or telephone and Microsoft Teams meetings with the Director of Organising & Engagement and wider department team.
Compensation & Benefits	<ul style="list-style-type: none"> • £24,000-£32,000 p/a (£40,000 FTE) • Starting holiday entitlement of 25 days plus Bank Holidays (pro-rata) • Nest pension scheme • PDA Plus benefits package • BHSF health insurance plan (once passed probation) • Occupational sick pay scheme.

JOB REQUIREMENTS & COMPETENCIES

Qualifications / Educational Requirements	<p>Essential:</p> <ul style="list-style-type: none"> • TUC Organising Academy or Trade Union Apprenticeship graduate <p>Preferable:</p> <ul style="list-style-type: none"> • A degree level qualification and/or equivalent trade union qualification.
Job Skills & Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum two years' organising experience working in a trade union. • Demonstrate an understanding of the theory and practice of trade union organising. • Experience of working remotely and as part of a field-based team. • Strong networking and relationship management skills. • Excellent interpersonal skills; active listening, handling objections, managing expectations, and influencing skills

	<ul style="list-style-type: none"> • Demonstrate experience of leading organising and recruitment campaigns including recognition. • Ability to engage and motivate members and reps. • Ability to use technology to recruit, organise, engage members and reps. <p>Desirable:</p> <ul style="list-style-type: none"> • Welsh speaker.
Personal Competencies	<ul style="list-style-type: none"> • Ability to work independently and flexibly, as well as part of a team. • Strong verbal and written communication skills with the ability to liaise clearly with colleagues, members, and reps. • Attention to detail and accuracy. • Proven track record leading organising and recruitment campaigns in a trade union. • Capacity to plan and prioritise work across multiple projects. • Ability to develop and deliver workshops for members and reps. • Ability to exercise judgement and make decisions in dynamic situations. • Ability to work well under pressure and meet deadlines. • Creative skills for contributing new and innovative ideas. • Ability to use IT effectively.

APPROVALS	
Document Prepared By	Name: Collette Bradford Job Title: Director of Organising & Engagement Date: 15 th June 2022
Document Approved By	Name: Paul Day Job Title: PDA Director Date:

Employee Name

Employee Signature

Date