

**UNISON**  
**National Strategic Organising Unit**  
**NATIONAL STRATEGIC ORGANISER**

**JOB DESCRIPTION**

Grade: 3

Hours: 35 per week

Location: UNISON Centre, Euston Road, or UNISON Regional Centre.

Reports to: Head of Strategic Organising Unit

**Overall summary**

The National Strategic Organiser role is to, as part of a team, co-ordinate the Union's strategic organising plans. The postholder will provide high level organising support to regions, service groups and sectors in line with UNISON organising priorities. Managing a small team of Assistant National Organisers and Assistant Organisers work will be a mix of field and office-based organising and management activity. The postholders will be expected to use their own initiative and take individual responsibility for the effective delivery of work in their designated areas of responsibility in accordance with UNISON policies and guidelines. Irrespective of work base, SOU organisers can be deployed to any region for periods of priority activity and campaigns in support of UNISON objectives.

**Key tasks and responsibilities**

**Strategic organising**

- To co-ordinate priority work programmes identified by the Development and Organisation Committee of the NEC and the General Secretariat Group, relevant to building an organising union on workplace related issues, including equalities.
- Using UNISON's project management framework and where necessary producing templates and documentation for use by regions, sectors and national service groups for the planning of organising campaigns
- To develop and manage projects relevant to the promotion of an organising union
- To commission and conduct research on potential or actual strategic organising targets

- To support regions by establishing flexible and rapid response initiatives in strategically important disputes and/or industrial action situations.
- To provide advice, information and support to organising and other UNISON staff involved in organising at national, regional, branch, service group and self-organised group levels of UNISON
- To facilitate/tutor or commission tutors, when appropriate, on organising courses, meetings and events
- To build organising capacity by developing and mentoring activists and staff
- To lead on new organising initiatives
- To keep up to date with policy and practice relevant to the role

### **Managerial/Financial**

- Manage or participate in project teams established to pursue organising or other related aims and objectives of UNISON.
- Line manage and supervise staff and deploy resources as appropriate
- Prepare budgetary submissions and ensure that activities are undertaken within allocated budgets
- Contribute to the financial and organisational management of the department

### **Communications**

- Develop and maintain good working relationships with regional and national colleagues.
- Keep in touch with relevant groups of UNISON staff, activists or members
- Provide advice and guidance on organising and recruitment to people at all levels in the union

- Collate, analyse and disseminate information, including conducting surveys, answering queries, writing reports and policy papers for officers and lay members
- Develop and disseminate campaign materials

### **Administration**

- Prepare resources, reports and project documents in line with UNISON's organising priorities
- Prepare briefings and papers for national committees

### **General/Other**

- Undertake any other duties and responsibilities relevant to the grade descriptor/job profile for the post

**UNISON**  
**NATIONAL STRATEGIC ORGANISER**  
**UNISON CENTRE**

**Person Specification and Selection Criteria**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

**Assessment code**

**A – application form**

**PI – Panel interview**

| <b>Heading</b>                            | <b>Selection criteria</b>                                                                                                                                                                                                                                                                                                                                               | <b>Assessment</b> |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>1. Thinking</b>                        | 1.1 The ability to develop strategies, solutions or plans to solve difficult problems using <ul style="list-style-type: none"><li>• Research</li><li>• The analysis of complex information including statistics &amp; financial information</li><li>• Project Management techniques</li><li>• An awareness of different political and industrial environments</li></ul> | <b>A &amp; PI</b> |
|                                           | 1.2 A commitment to personal and staff development that supports UNISON's objectives                                                                                                                                                                                                                                                                                    | <b>A &amp; PI</b> |
| <b>2. Interpersonal and Communication</b> | 2.1 Highly developed interpersonal skills including <ul style="list-style-type: none"><li>• Leadership</li><li>• Team Working</li><li>• Mentoring and coaching</li></ul>                                                                                                                                                                                                | <b>A &amp; PI</b> |

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|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|                                       | <ul style="list-style-type: none"> <li>• Handling difficult relationships</li> <li>• Handling complaints</li> <li>• Ability to work in partnership with lay members</li> </ul> <p>2.2 Experience of influencing people at all internally and externally using</p> <ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Production and explanation of information</li> </ul> <p>2.3 Awareness of and the ability to use Information and communications technology</p> | <p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p> |
| <b>3. Initiative and Independence</b> | 3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion                                                                                                                                                                                                                                                                                                                                                            | <b>A &amp; PI</b>                                 |
| <b>4. Staff Management</b>            | <p>4.1 Motivating and encouraging innovation including the ability to</p> <ul style="list-style-type: none"> <li>• Monitor and review performance</li> <li>• Delegate and supervise work</li> <li>• Build teams</li> </ul> <p>4.2 Demonstrable leadership skills gained in an organising environment</p>                                                                                                                                                                                | <p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p> |
| <b>6. Physical Skills</b>             | 6.1 Keyboard skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>A</b>                                          |
| <b>7. General Knowledge</b>           | <p>7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy</p> <p>7.2 A detailed knowledge of the theory and practice of trade union and community organising</p>                                                                                                                                                                                                                                                        | <p><b>A &amp; PI</b></p> <p><b>A &amp; PI</b></p> |

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|  | <p>7.3 In depth understanding of the role of trade unions and the national, local social and political environment in which the union operates</p> <p>7.4 Knowledge of ICT packages including Microsoft Office suite.</p> | <p><b>A &amp; PI</b></p> <p><b>A</b></p> |
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