



Organising and Development Officer – Young Workers

Job Description

Grade and Salary: Grade 7, £52,863 per annum rising incrementally to £53,876 pa

Job type: Fixed term until December 31, 2027

Hours: 35 hours per week, Monday to Friday – happy to talk flexible working

Location: TUC Cymru, Cardiff CF11 9SD

Accountability

All members of TUC Cymru are ultimately accountable to the TUC Cymru General Secretary

Responsible to

National Officer – Head of Skills and Fair Work

Job Purpose

Working with unions and other partners to deliver appropriate TUC Cymru priorities as directed by line manager and delivery of TUC Cymru contract with Welsh Government.

To support the work of TUC Cymru in the context of devolved government in Wales and devolution within the TUC and to assist TUC Cymru General Secretary on skills and learning, fair work, health and wellbeing, work with unions to engage younger workers and support unions to shape workplace organising activity.

The work will include providing skills, learning, health and wellbeing, support for younger workers in employability and skills and related activities, producing reports and materials on a range of economic and social issues of concern to TUC Cymru and unions.

Job Content

- working closely with trade unions in Wales in developing and maintaining union-led learning, health and wellbeing and engagement of younger workers; building capacity and knowledge base within unions in support of these aims
- In conjunction with TUCC policy colleagues, developing strategies and delivery mechanisms to promote union delivery of fair work, particularly the role of collective bargaining in achieving union led learning, vocational education & training and employability, skills & job progression
- providing information, advice and support to union officers and representatives on good practice, funding, and programmes in support of union-led learning; and associated organising activity
- supporting the General Secretary in the development and delivery of TUC Cymru skills and learning, health and wellbeing, and younger workers policy development and research – produce reports and background papers on a range of learning and skills related economic and social issues in support of representations to the Welsh Government and others
- co-ordinate and draft responses to Congress resolutions and documents produced by the Welsh Government and others as appropriate
- draft documents and briefings for the TUC Cymru General Secretary, TUC Cymru General Council and associated structures
- monitor and analyse relevant deliberations, publications and reports of UK and Welsh government legislatures and other related organisations
- develop and maintain a network of those undertaking relevant research in socially progressive bodies, organisations and institutions in Wales
- representing TUC Cymru on appropriate external bodies as directed by line manager
- organising meetings and events to raise awareness among union officers and representatives
- attending and contributing to TUC Cymru activities and events throughout Wales
- attending and contributing to TUC Cymru internal meetings, including staff engagement regarding the TUC Cymru work programme and activities

- ensuring that information is collected and recorded appropriately according to TUC Cymru systems
- be responsible for own routine administration and assist in other relevant administrative functions
- undertaking any other reasonable task as determined by the Wales General Secretary or National Officer team
- attend team, 1-1 and performance management review meetings

Person Specification

Essential Criteria

Experience

- work with trade unions or similar organisation on developing workplace initiatives.
- organising younger workers in trade unions and/or social, climate justice movements and building community alliances
- working with Welsh Government and trade unions to develop policy and delivery initiatives for young workers
- project management

Skills

- excellent communication skills including oral and written
- excellent interpersonal skills including building and developing strong and effective working relationships with a wide range of partner organisations
- competent IT skills, in particular, MS 365 and social media
- presentation skills including ability to communicate complex information to a wide audience

Knowledge and Understanding

- sound grasp of current issues in trade unionism in Wales (including industrial, political, economic, equality)
- in depth understanding of TUC Cymru, unions' and Welsh Government policies on learning and skills; health and wellbeing and just transition; and initiatives aimed at supporting young people into and within work
- good knowledge of unions' structures, processes and delivery in Wales

Personal Qualities

- flexible and adaptable team member
- ability to use initiative and provide proposals and solutions to a variety of situations
- able to deliver work on target and to deadlines without close supervision
- sympathetic to the aims and values of unions and TUC Cymru
- willing to undertake job-related training as required

Circumstances

- able to commute to the TUC Cymru Office
- flexible and willing to undertake occasional evening and weekend duties including some overnight stays away from home
- able to travel extensively within Wales and occasionally elsewhere in Britain

Desirable Criteria

- able to communicate in the Welsh language
- negotiating skills
- good knowledge of Wales and its institutions and its political administration
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