UNISON

Job Brief: Regional Organiser

Introduction

1. UNISON is Britain's leading public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

Leadership Role

2. The Regional Organiser is the key generic organising role in the region, with responsibility for recruitment, retention and organisation of members. He/she acts as a powerful advocate of organising and building branch and membership organisation, and the profile and reputation of UNISON in the branches and with employers. The Regional Organiser:

- provides leadership ensuring that branches, activists and members are aware of and act in line with UNISON rules and policies.

- Supports, guides and develops branches and activists through major periods of change in the delivery of public services. Ensures union organisation and influence is maintained and developed through these periods.

- persuades and mentors branch activists on how to establish an organising approach, identify suitable organising initiatives, evaluate the outcome of initiatives, design and adapt recruitment campaigns to build work place organisation, increase membership density, establish and work to membership targets.

- builds branch organisation and performance, identifies training and development needs of activists, adapts established courses to meet local needs and provides on going support through coaching and mentoring of stewards and branch officers.

- leads collective negotiations across the range of sectors which UNISON organises in at local, regional or national level, analysing complex data and presenting this in an accessible and persuasive fashion.

- represents members individually and collectively, assists branches to develop systems and processes for managing and undertaking their casework effectively

The Regional Organiser work package

3. Regional Organisers provide leadership to a group of branches within a locality, service group or work area to ensure that branches have the strongest possible workplace organisation. They undertake a work package drawn from a combination of different elements of the leadership role such as :

- Providing leadership to a specialist area such as a service group or lay committee.

- Running and managing projects, using project management techniques

- Undertaking region or organisation wide specialist responsibilities for the development of a policy such as the greening of UNISON, or work of a service group or cross sector committee.

- Managing a small team, e.g. casework team, team of area and/or local organisers. Supervising the work of area organisers and local organisers when they are engaged in organising projects with the Regional Organiser's branches.

4. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. Regional Organisers are responsible for implementing the work plans and programmes arising out of the four key objectives determined by the National Executive Council:

- Recruiting, organising and representing members.

- Negotiating and bargaining on behalf of members and promoting equality.

- Campaigning and promoting UNISON on behalf of members.

- Developing an efficient and effective union.

5. The Regional Organiser is a key deliverer of the operational plan for the region, which ensures that the resources for their areas of responsibility are directed towards the achievement of the NEC's objectives and priorities. The plan identifies regional priorities and establishes progress or performance indicators to enable effective monitoring and evaluation of all work and achievements.

6. The key aims of the union as detailed in our Rule Book seek to:

i) Extend and promote our influence in the workplace 7 and in the Community.

ii) Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all

grades, black members, disabled members and lesbian, gay, bisexual and transgender members.

iii) Provide effective standards of service in the areas of representation and advice, information to members on the work of the union, the provision of financial benefits and the maintenance of educational facilities for members.

7. To further these aims, Regional Organisers make a significant contribution to the political development of the region and implementation of national campaigning objectives. They regularly handle media and media relations connected with their areas of responsibility and have strong presentation and public speaking skills. They have a strong understanding and commitment to partnership working within an organisation, to the public service ethos and a keen membership focus.

8. Regional Organisers have considerable knowledge of an industrial relations environment and experience of representing individual or collective issues. They have strong advocacy skills.

9. UNISON regions are currently undergoing a period of major change to meet the union's developing recruitment, organisation and campaigning agenda. Regional Organisers need to be committed to leading change and helping branches and lay activists to do likewise.

10. While the Regional Organisers post is a demanding position, requiring attendance at meetings outside of the conventional working day, UNISON is a strong supporter of the work/life balance ethos. Post holders will therefore prioritise their working arrangements in such a way as to demonstrate by example their personal commitment to these aims in partnership with senior regional lay officials.

11. The role of the regional organiser is generic and the allocation of their areas of work is the responsibility of the Regional Secretary and designated Regional Manager. Areas of work are interchangeable and are annually reviewed in discussion with the Regional Organiser to meet the needs of the organisation and service to branches and members.

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REGIONAL ORGANISER

JOB DESCRIPTION

Grade: 3

Location: Colwyn Bay

Reports to: Regional Manager

Responsible for: Regional Organising teams

OVERALL SUMMARY

This post is the key organising role in the Region. Working under the strategic direction of a Regional Manager the Regional Organiser acts as a powerful advocate for building branch organisation and working in partnership with Lay members to build the profile and reputation of UNISON in its Branches, and with employers and members.

The Regional Organiser role is a generic leadership role and the work package is drawn from the list of key responsibilities set out below. Some of these are interchangeable based on the needs of the Union and the discretion of senior management.

Key Responsibilities

- Provides leadership ensuring Branches, activists and members are aware of and act in line with UNISON policies, objectives and priorities.

- Takes a proactive approach working with Branch activists to establish an organising framework identifying suitable organising initiatives. Designs and adapts recruitment campaigns to build workplace organisation and increase membership density, establishing work to membership targets.

- Monitors and Evaluates the outcome of all such initiatives.

- Builds Branch organisation and performance, mentoring and developing activists and identifying their training needs overseeing their appropriate development.

- Leads collective negotiations across the range of sectors which UNISON organises in at Regional or national level. Acts as Lead specialist on significant bargaining or campaigning matters, e.g. equal pay.

- Regional lead for a service or bargaining group, occupational group network, self organised group or a regional subcommittee.

- Represents members in complex cases and assists Branches to develop stewards, systems, and processes for managing their own case work effectively.

- Ensures members are provided with the appropriate level of representation.

- Manages projects using UNISON's project management framework across a range of issues.

- Region wide specialist responsibilities for policy development, service group work or cross sector committee.

- Directs and supervises the work of staff in Grades 5 and 7 in project work and provides management to individual or teams of Grade 5's or 7s undertaking organising and representation.

- Direct line management of teams of Grades 5 and 7 Organisers, develops work programmes and undertakes development reviews.

- Undertakes other duties as required by the grade descriptor and/or job profile of this post.

UNISON

REGIONAL ORGANISER

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
Pl – Panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 The ability to develop strategies, solutions or plans to solve difficult problems using • Research • The analysis of complex information including statistics & financial information • An awareness of the political environment	**A & Pl**
	1.2 A commitment to personal and staff development that supports the Regions objectives	**A & Pl**
2. Interpersonal and Communication	2.1 Highly developed interpersonal skills including • Leadership • Team Working • Mentoring and coaching • Handling difficult relationships • Handling complaints • Ability to work in partnership with lay members	**A & Pl**
	2.2 A track record of high level negotiation	**A & Pl**
	2.3 Experience of advocacy in difficult situations	**A & Pl**
	2.4 Experience of influencing people at all levels internally and externally including the ability to influence and	**A & Pl**

	respond to national and regional media using • Presentation skills • Writing correspondence, reports newsletters etc 2.5 Awareness of and the ability to use Information and communications technology	
3. Initiative and Independence	3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion	**A & PI**
4. Staff Management	4.1 Motivating and encouraging innovation including the ability to • Monitor and review performance • Delegate and supervise work • Build teams 4.2 Demonstrable leadership skills gained in an a bargaining and organising environment	**A & PI**
5. Resource Management	5.1 Ability to work on and manage projects including • Planning and evaluation • Time management • Evidence of contributing towards budget management including monitoring progress and resource control • Setting clear objectives	**A & PI**
6. Physical Skills *(with reasonable adjustments where required)*	6.1 Keyboard skills 6.2 Driving	**A** **A**
7. General Knowledge	7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy 7.2 A detailed knowledge of the key areas of employment law including developing case law 7.3 In depth understanding of the role of trade unions and the national and local social and political environment in which the union operates	**A & PI** **A & PI** **A & PI**

	7.4 Knowledge of ICT packages including Microsoft Office suite.	**A & PI**