

Transport Salaried Staffs' Association

JOB DESCRIPTION

JOB TITLE:	Organiser
RESPONSIBLE TO:	Organising Director (or General Secretary for Scotland/Ireland)
RESPONSIBLE FOR:	No Paid Staff

PURPOSE OF THE JOB:

To work flexibly to identify, plan and pursue recruitment, organising and campaigning opportunities that achieves the strategic aims, objectives, and policies of TSSA. To ensure the provision of appropriate individual and collective representation of members in pursuance of the TSSA's bargaining and organising agenda. As required to lead on negotiations with employers with a view to securing strategic bargaining objectives. To provide appropriate support to Lay Representatives, Branches, Divisional Councils and Equality Groups. To promote Equalities both within the workplace and TSSA. To work with strategic alliance partners to develop, plan and pursue organising campaigns within the community to build an active social movement with an aim of furthering the objectives and policies of TSSA. To promote union policies on public transport, working with community groups to protect investment in publicly owned integrated, affordable and safe systems serving local communities.

KEY INTERNAL RELATIONSHIPS

- TSSA paid staff
- Lay representatives, lay officials, and activists
- Branches and Divisional Councils
- Equality Groups

KEY EXTERNAL RELATIONSHIPS

- Employers
- Other trade unions, trades councils their officials and activists
- Transport, community, and campaign groups
- Regional TUCs and Labour Parties
- Political parties and affiliated organisations
- Statutory bodies
- External providers of services to TSSA

CRITICAL OUTOMES

- Maintain and increase membership and retention levels, leading and engaging members in recruitment and strategic organising campaigns.
- Provide leadership for both collective actions and negotiations to ensure TSSA's strategic aims, objectives and policies are pursued ensuring that bargaining and organising opportunities are interlinked and maximised.
- Facilitate the evolution of formal and informal lay leadership by increasing the number of trained and competent activists.
- Create a culture of inclusion and activism by TSSA members and increase the level of member activism both inside and outside the workplace.
- Maintain and increase the number of members that are represented by lay reps.
- Increase the number of collective negotiations that are undertaken by lay reps.
- Ensure all members are provided with appropriate representation and advice, aiming to provide this primarily through lay reps.
- Support and promote visible and effective campaigns amongst transport users in their local communities working with other passenger groups to promote TSSA policy on public transport issues.
- Building a database of community organisations who are prepared to actively support TSSA's community organising strategy
- Develop campaign communication strategies using multimedia tools including social media such as Facebook, twitter, blogs, e-newsletters and on-line surveys.
- Promote and build the profile of TSSA amongst the membership, local communities, the media and wider labour and trade union movement.

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ESSENTIAL**DESIRABLE****Skills**

- Ability to recruit, support, motivate and develop lay reps and activists
 - Ability to identify rep's development and training needs and to provide coaching and training
 - Ability to provide leadership for lay reps to deliver TSSA's bargaining and organising agenda
 - Ability to meet specific personal recruitment, membership, membership retention, organising and bargaining targets and objectives
 - Ability to build formal and informal coalitions with community groups identifying shared self-interest.
 - Ability to project plan and execute industrial and/or community organising and strategic recruitment campaigns that meet specific objectives.
 - Able to work as part of an operational and multi-functional project teams.
 - Ability to represent members on an individual and collective basis (at all levels) and to give advice on employment rights.
 - Well-developed analytical and
- Knowledge of membership and contact database systems

problem-solving skills

- Ability to influence others
- Ability to develop constructive relationships with members, passenger groups, community groups, other stakeholders, and employers.
- Good verbal and written communication skills with the ability to communicate effectively with a range of audiences, including media skills.
- Public speaking and presentation skills (incl. Use of visual aids)
- Ability to contribute to the design and delivery of training on organising to members and community activists.
- Computer literate including Microsoft Word, Excel, PowerPoint, Outlook, use of internet with ability to learn how to use TSSA website content management, membership, and contact database systems.

Knowledge and Experience

- Campaigning, organising and recruitment activity in the voluntary sector, community, or TU movement
- Experience of delivering organising in either a community or employment sphere and knowledge and understanding of the principles of both.
- Good knowledge of employment, trade union and workplace issues, and trade union services.
- Knowledge of TSSA

- Understanding of basic employment law related to TU membership, recognition and employment rights incl. Legal procedures and avenues and the employment tribunal system.
- Knowledge of transport and travel trade industries.
- Experience and knowledge of project management
- Experience of representing union members in collective negotiations
- Knowledge and understanding of the dynamics of discrimination and experience of implementing strategies to challenge discrimination both in the workplace and within the structures of either a trade union or voluntary sector organisation.
- Basic understanding of the labour and trade union movement.
- Knowledge of factors that influence human resource strategies and policies
- Good understanding of volunteer and paid staff relationships

Other Personal Attributes

- Commitment and empathy to the labour and trade union movement, members, and potential members.
- Understanding and commitment to equal opportunities and diversity.
- Self motivated and resilient to setbacks with the ability to come to terms with change and work differently.

- Able to travel and stay away from home overnight and work unsocial hours.
- Capable time manager able to work under pressure and manage competing priorities and difficult situations.
- Able to work alone and in teams.