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Dear Applicant

Thank you for your interest in the role of Organiser for our branch. In this pack you will find details of:

- Section 1:** Application and Selection Process.
- Section 2:** Working Arrangements.
- Section 3:** Background.
- Section 4:** Description of Tasks.
- Section 5:** Person Specification.

If you would like to know more about our Branch, please visit our website at [www.housingworkers.org.uk](http://www.housingworkers.org.uk).

I hope you find the information useful, and on behalf of the Branch Committee, wish you every success with your application.

Regards

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Suzanne Muna  
**Branch Secretary**  
Unite Housing Workers Branch LE1111

# Organiser Role Application Pack

## Section 1: Application and Recruitment Process

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### Application:

- Please send a current CV, plus a supporting statement no longer than two sides of A4 (using examples to demonstrate experience) responding to every point in the four areas outlined in the Essential Requirements section of the Person Specification.
- Please include two references with your contact details. Referees will only be contacted following a successful interview, but the contract will not be awarded until satisfactory references have been received.
- Please send your CV and details by post to:

Suzanne Muna  
Branch Secretary  
Unite Housing Workers Branch LE1111  
PO Box 66701  
London E11 9FB

Or by email to [le1111apps@gmail.com](mailto:le1111apps@gmail.com).

- If you have any questions, please contact Suzanne Muna ([le1111apps@gmail.com](mailto:le1111apps@gmail.com)).

### Recruitment Schedule:

- **Closing date:** 17<sup>th</sup> July 2015
- **Shortlisting completed by:** 24<sup>th</sup> July 2015
- **Notification of interviews by:** 29<sup>th</sup> July 2015
- **Interviews week beginning:** 3<sup>rd</sup> August 2015
- **Notification of outcome by:** 14<sup>th</sup> August 2015
- **Start date:** To be agreed with successful applicant

### Interviews

- Interviews will take place at Unite HQ, Holborn (nearest tubes Holborn and Russell Square). A letter setting out the interview date and time, and providing a map will be sent to all applicants successfully shortlisted.

# Organiser Role Application Pack

## Section 1: Application and Recruitment Process

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- Travel costs can be reimbursed, but please let us know in advance. The venue is fully accessible.
- If you have a disability and need any adjustments, please let us know in plenty of time so that we can do our best to accommodate your needs.
- The interviews will be undertaken by a panel of three Unite members, including two from the Branch Committee.

### Competency Based Recruitment

- The selection and interviews will be competency based which means that the selection criteria and most of the questions the panel will ask will relate to the behaviours outlined in the Competencies section of the Person Specification. The selection panel will seek actual examples from you through which you demonstrate your skills and experience in the four areas set out in the Person Specification.
- Applicants may find it useful to use the STAR technique to structure their answers. STAR stands for Situation, Task, Actions and Results. Think of a situation where you applied the competency in question, explain what the tasks were, describe the actions you took to fulfil those tasks, and finally, highlight the results (good or bad) that were achieved.
- The examples can be from any walk of life: education, voluntary work, hobbies, your personal life, etc. As long as the example highlights your competence in an area, it's still valid.

# Organiser Role Application Pack

## Section 2: Working Arrangements

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### Working Arrangements

- **Contract:** The Organiser will be self-employed, and responsible for their own tax, National Insurance, sick pay and holiday pay.
- **Workplace:** The Organiser will generally need to work from home, although some of the time may also be required to work from Unite offices or similar, and to travel.
- **Hours:** The Organiser will be required to work for 21 hours per week, but the working pattern will be agreed with the Organiser to find the best mutually advantageous for them and the Branch.
- **Management:** The Organiser will report directly to one main, and one secondary Branch Committee member, but will ultimately be responsible to the Branch Committee as a whole.
- **Fee:** The Organiser will be paid through a contract for services (ie. self-employed) at the rate of £13 per hour on the basis of a fortnightly or monthly invoice.

### Branch Provisions:

The Branch will be able to provide and/or cover the cost of (as necessary):

- Mobile phone, broadband and landline.
- Travel and incidental expenses.
- Reasonable office equipment such as a laptop, printer, shredder.
- Stationery and office supplies.

# Organiser Role Application Pack

## Section 3: Background

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### Our Branch

Our Branch's is committed to fighting on behalf of our members in order to improve their pay, terms and conditions of work, primarily by taking an organising and mobilising approach within and across workplaces.

We are a large, dynamic branch, with multiple employers. The branch meets monthly and the branch committee also hold separate monthly meetings. Through these meetings, and through supplementary training and discussion sessions, we have been able to disseminate the mobilising and organising approach amongst reps, and co-ordinate campaigns across workplaces, successfully winning a number of disputes. Nonetheless, we have only scratched the surface of what would be possible with greater resources.

### Current Resources

Currently we only have one person, our Assistant Branch Secretary, working one day per week to organise the monthly branch and branch committee meetings, although like many branch committee members, our Assistant Branch Secretary also takes on a large amount of other work, leading on communications such as the newsletters, reps emails, social media and also assisting in finance work and organising campaigns. We have one other member of the Branch Committee who is not in full-time employment. All others are workplace representatives and lay activists and therefore have to find time outside their work commitments for branch activities.

### The Organiser

The Unite LE1111 Housing Workers Branch needs an Organiser to help us make an even greater impact on behalf of our members in the housing sector and beyond. The Organiser will help members and reps to encourage more militant and self-sufficient union organisation within their workplaces.

The Organiser's activity will be directed by a work programme agreed with the Branch Committee. This will mainly involve operating intensively at one or two key workplaces at any given time. They will work with existing workplace reps and/or recruit new reps if necessary, to help build an effective team of largely self-sufficient activists schooled in the organising and mobilising approach.

Additional duties that the branch Organiser might be able to help with include preparation of the quarterly newsletter, maintaining the website, liaison with the press, organising events, fundraising, and finance work. The post would therefore require a person with a track record of organising, but with strong communication and administration skills.

# Organiser Role Application Pack

## Section 4: Job Description

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### Job Purpose

The purpose of the Organiser's role is as follows:

- To develop the strategic aims of the Unite LE1111 Branch.
- To work alongside the Regional Industrial Officer and the Branch Committee, to target, recruit and develop new workplace representatives within the Branch.
- To give practical assistance to existing workplace representatives with campaigns, negotiations and other work as directed by the Branch Committee.
- To assist in a limited amount of casework as agreed by the Branch Committee.
- To have a good knowledge of relevant legislation.

### Key Responsibilities

Undertake duties associated with recruitment and organisation of new members.

- Support representatives to become competent organisers in their own right and as collective workplace groups, generally through advice, training, and practical help.
- Support representatives to undertake casework.
- Assist in the negotiation of agreements with employers on behalf of members, covering all terms and conditions of employment.
- Participate in, and contribute to, the organisation of campaigns as directed by the Branch Committee.

# Organiser Role Application Pack

## Section 4: Job Description

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- Liaise with the press in connection with Branch activity.
- Assist in the coordination and production of Branch documents such as leaflets, flyers, the newsletter, and so-on.
- Assist in the organisation of Branch activities.
- Assist the Branch Committee with general administration in relation to Branch business.
- Assist in the preparation of financial reports.
- Prepare reports on the Organiser's and the wider Branch activity.

# Organiser Role Application Pack

## Section 5: Person Specification

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### Essential Requirements

- 1. Organising Activity by demonstrating a track record of:**
  - 1.1. Organising groups of people to take action, working collectively towards a common goal.
  - 1.2. Fighting for the rights and to improve the conditions of working people, preferably within a trade union environment.
  - 1.3. Identifying issues that can be developed through popular campaigns, including issues that are of concern to underrepresented groups, and involve those groups in finding solutions.
  - 1.4. Strategic planning with short, medium and long-term goals.
  - 1.5. Successful recruitment of people into a trade union or similar group.
  - 1.6. Supporting trade unions or trade union activity such as disputes, trades councils and lobbying.
  
- 2. Evidence of Negotiating Skills by demonstrating a track record of:**
  - 2.1. Preparing and presenting cases for negotiation.
  - 2.2. Having negotiated with employers or similar bodies such as funding bodies, local authorities, etc.
  - 2.3. Strategies for communicating and consulting with members or similar during a negotiation.
  - 2.4. Understanding of effective negotiation tactics.



# Organiser Role Application Pack

## Section 5: Person Specification

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**3. Evidence of Representation and Support Skills by demonstrating a track record of:**

- 3.1. Preparing and presenting cases, eg. grievance, disciplinary, flexible working, etc.
- 3.2. Supporting colleagues with workplace disputes.
- 3.3. Advising individuals on their rights and supporting them to secure the outcomes they want.
- 3.4. Advocacy and representation skills on behalf of others.
- 3.5. An understanding of relevant legislation in relation to workplace issues.

**4. All Supported by demonstrating a track record of:**

- 4.1. An understanding of, and commitment to, equality and diversity in all activities.
- 4.2. Able to work comfortably with people from diverse backgrounds.
- 4.3. An understanding of the difference between the organising and mobilising approach and the servicing approach in trade unionism.
- 4.4. Excellent written and verbal communication skills.
- 4.5. Excellent prioritisation, administration, and time management skills.
- 4.6. Self-motivated and able to work self-sufficiently.

# Organiser Role Application Pack

## Section 5: Person Specification

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### Core Competencies

#### Member focus

- Focused on the needs of Unite LE1111 members.
- Shows respect and sensitivity towards cultural differences and actively promotes diversity, equality and inclusion.
- Treats all members with respect.

#### Communication

- Excellent verbal communication. Adapts style to suit different people and situations. Expresses arguments clearly and fluently.
- Excellent written communication.
- Excellent IT skills

#### Leadership

- Thinks strategically. Has a clear grasp of the bigger picture.
- Demonstrates honesty, fairness and integrity.
- Is visible and accessible.
- Is motivational, positive and inspiring.
- Able to continue working effectively, even when under pressure.

#### Team working

- Able to develop and maintain effective working relationships with a wide range of contacts.
- Listens to and consults others.
- Is able to challenge ideas without being aggressive.
- Accepts constructive criticism and able to deliver feedback in a constructive and sensitive manner, even when some of the feedback is negative or critical.