

Trade Union, Organising and Campaigns Officer

Job Summary

Job Title:	Trade Union, Organising and Campaigns Officer
Job Location:	Central Birmingham – office based, with hybrid home working
Salary:	£38,212-£43,005 for full time (36 hours per week)
Reporting to:	Director of Trade Union and Public Affairs

Job Purpose

The post holder will focus on the recruitment and support of local trade union representatives, building an activist network which will also include trade union equality reps, and other roles and contacts. This will be achieved through the development of local and national recruitment campaigns and organising activities.

The post holder will also assist with the development and dissemination of strategic trade union campaigns. This will be delivered as an integral part of the trade union team and working alongside other relevant BDA teams as required. The post holder will also respond to employment related queries from members providing advice and guidance and representation in straightforward or less complex case work.

Job Context

The British Dietetic Association, founded in 1936, is the professional Association for registered dietitians in Great Britain and Northern Ireland. It is the largest organisation of food and nutrition professionals, with nearly 12,000 members.

The Organising and Campaigns officer is an integral member of the trade union team and provides a vital link to members and representatives in local workplaces. The post holder works with the national employment relations officers and the Director of Trade Union and Public Affairs in delivering the strategic objectives of the BDA and the Trade Union Board.

All staff uphold the values of the Association (Professional, Dynamic, Innovative) and represent the profession and the Association to stakeholders.

The BDA is committed to providing equal opportunities in employment. The BDA intends to do this by maintaining and rigorously implementing an Equal Opportunities Policy and Code of Practice. We particularly encourage black and minority ethnic people, people with disabilities and LGBTQI+ people to apply as they are currently under-represented in our workforce.

Key Areas of Responsibility

Recruitment

- To undertake recruitment and organising of new members and trade union representatives.
- Plan and organise recruitment initiatives in local workplaces utilising mapping and other organising tools to assist in targeted activities
- The post holder will assist the trade union team in identifying and developing trade union representatives and other activists.
- The post holder will liaise with the Membership team on the recruitment of members



Organising

- The post holder will liaise with the Membership team on the recruitment of members
- The post holder will assist the trade union team in identifying and developing new trade union representatives and equality representatives across all relevant employers.
- To organise and support the provision of initial and regular training and education for representatives and keep training and development records for all activists.
- The post holder will identify green field sites both within the NHS, private sector, third sector and Higher Education in order to seek trade union recognition.
- The provision of basic employment advice and representation to members in low level casework such as sickness absence.
- Use of data and analysis to track case work trends and produce reports across the trade union function.

Campaigns

- The post holder will contribute to the development and delivery of trade union campaigns. They will also participate in office-wide projects, including joint team working which may include campaigns, policy promotion and events.
- There may be an occasional requirement to work with external partners such as other trade unions on wider campaign activities.
- To design and deliver BDA Trade Union contribution to annual TUC Heart Unions event.
- The post holder will work in collaboration with the Policy and Campaigns team on the delivery of union related campaigns.

Role Dimensions

Work complexity and judgement

- Provision of initial advice and guidance to members on employment related matters
- Representation of members in low level casework such as sickness absence.
- Application of the trade union organising model
- Application of employment law and local policies and procedures.

Impact on reputational risk

- Works under the direction of the Director of Trade Union and Public Affairs on the provision of member advice and guidance
- Work with external stakeholders on campaign projects and training provision.
- Interaction with employers when providing representation to members.

Freedom to make decisions

- Works under the direction of the Director of Trade Union and Public Affairs

People management and leadership

- No line management responsibilities. Does assist with the development and support of trade union representatives

Money and resources

- No money and resource sign off responsibilities

Emotional impact

- Occasional initial contact with members in profoundly difficult and in some cases harrowing circumstances



Person Specification

	Desirable	Essential
Skills	<ul style="list-style-type: none"> • Ability to identify development needs of others • Analysing information • ICT packages including; Microsoft office suite and social media platforms • Excellent verbal and written communication skills with a high standard of IT skills • Design and delivery of Campaigns • Project management • Use of membership databases commitment to continuous personal learning and development. • Evidence of a can-do attitude and creativity in achieving goals 	
Experience	<ul style="list-style-type: none"> • Experience of advising, guiding or persuading using • interpersonal skills to respond to the needs of others • Experience of working in a trade union environment • Experience of representing trade union members in low level casework • Practical experience of the application of the trade union organising model • Design and delivery of Presentations • Experience of giving basic employment related advice • Member-centred approach. • evidence of dealing with people who are angry or upset. • Experience of effectively working in a team environment 	
Knowledge	<ul style="list-style-type: none"> • Experience of solving straightforward problems including; • Practical problem solving • planning and organising • Meetings • analysing information • Practical understanding of the trade union organising model 	<ul style="list-style-type: none"> • The structure of the NHS in the UK • Trade union education • Project management • Understanding of the TUC • Data management



	Desirable	Essential
	<ul style="list-style-type: none"> • Up to date general knowledge of employment rights • Up to date practical knowledge of a variety of social media platforms • Understand the role of trade Unions • Understanding the role of trade union activists • Understanding of and commitment to the principles of equality and democracy • Understanding of and commitment to the principles and values of a trade union. 	

Changes

This is a description of the job as it is presently constituted. It is the practice of the British Dietetic Association to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

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Job Holder

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Annette Mansell-Green
Director of Trade Union and Public Affairs

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Date

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Date

