



## POSITION DESCRIPTION – RTC Lead Organiser

### ROLE

The RTC Lead Organiser works within the Recruitment, Training and Campaigning Unit (RTC) and leads a team of organisers. They report to the Manager RTC and are responsible for managing the work of their team to ensure they implement the goals of the AEU articulated through the organisation's Strategic Vision.

### REPORTS TO

Manager RTC

### DIRECT REPORTS

RTC Organisers in their team

### DUTIES

- Lead and co-ordinate the activities of their team in relation to implementing priorities and strategies in:
  - organising
  - Recruitment
  - Campaigns
  - representative development
  - sub-branch development.
- Develop and implement an annual plan with the team that is aimed at achieving the union's priorities and goals.
- Develop organising plans with individual organisers and conduct regular reviews and evaluation of implementation of the plans.
- Provide training and mentoring for organisers in organising principles, techniques and skills.
- Develop and communicate innovative organising techniques.
- Manage the resources of the team to ensure workload is covered.
- Work with other lead organisers and teams as appropriate.
- Maintain relevant files in relation to required duties including input of data on to the AEU membership data base.
- Liaise with other work groups throughout the organisation as necessary,
- Meet with and report to the Manager RTC on implementation of all of the above duties,
- Undertake other duties as required by the Branch Secretary.

### SELECTION CRITERIA

- Ability to manage, lead and motivate a work unit to ensure organisational outcomes are met.

- Ability to develop, implement and analyse organising plans and to manage and prioritise work programs.
- Comprehensive understanding of organising theory, strategy and practice and application of the principles and techniques of organising.
- Demonstrated experience in organising workplaces, recruiting members, building sustainable union structures and identifying and developing union representatives and activists.
- Demonstrated ability to develop the skills, knowledge and activism of union representatives and activists.
- Ability to provide advice, mentor, coach and develop organisers in undertaking RTC work.
- Strong oral and written communication skills and the ability to build and maintain effective professional relationships with key internal and external stakeholders.
- Ability to show initiative and demonstrate high level organisational skills including being able to work to deadlines, prioritise work, and manage multiple matters concurrently.
- Relevant tertiary qualifications.
- Commitment to unionism.
- An understanding of and commitment to public education.
- Current Victorian drivers licence.