



POSITION DESCRIPTION – Organiser

ROLE

The role of the Recruitment, Training and Campaigning Unit (RTC) is to build AEU workplace strength by increasing membership levels and developing activism and involvement in the union.

The organiser works as part of a team to recruit new members, find and develop activists, build union structures, and encourage involvement in union campaigns in order to implement the goals of the AEU articulated through the organisation's Strategic Vision.

REPORTS TO: Lead Organiser

DUTIES

- To recruit, retain and activate union members from all occupations/sectors of membership.
- To activate formal union structures at the sub-branch, regional or network levels including identifying, recruiting and developing new representatives and leaders.
- To be actively involved in the union's industrial campaigns including encouraging representative and member involvement and activity.
- To participate in the development, and implementation of AEU representative and membership education activities to build leadership capacity.
- To visit workplaces regularly as part of implementing the team's organising plans.
- To provide information, analysis, advice and support to AEU staff, union committees, branch executive and union councils, as required.
- To identify emerging issues of concern which require further action and to bring them to the attention of Leadership.
- Liaise with employer representatives, other unions, and other relevant organisations.
- Assist with union publications, including the preparation of articles.
- To maintain up-to-date knowledge and resource materials pertaining to all aspects of members employment.
- With the agreement of their Lead Organiser, provide any necessary support to Member Support Centre and Industrial unit work on individual member cases.
- For RTC organisers based in the country, to manage the union's regional office.
- Undertake other duties as required by the Branch Secretary.

SELECTION CRITERIA

- An understanding of organising theory, strategy and practice and application of the principles and techniques of organising.

- Demonstrated ability to conduct successful organising campaigns that build membership and sustainable union structures.
- Ability to develop, implement and analyse organising plans.
- Ability to provide advice, mentor, coach and develop AEU representatives and activists.
- High level verbal, written and interpersonal communication skills, including:
 - the ability to communicate with a diverse audience
 - the ability to communicate complex matters clearly, objectively, and calmly
 - the ability to organise and recruit over the phone and in person
 - the ability to write clear, accurate and concise documents
- Ability to build and maintain effective professional relationships with key stakeholders including working as part of a team.
- Ability to show initiative and demonstrate high level organisational skills including being able to work to deadlines, prioritise work, and manage multiple matters concurrently.
- Understanding of gender, cultural and diversity issues that impact on the union's membership.
- Relevant tertiary qualifications.
- Demonstrated active commitment to unionism.
- An understanding of and commitment to public education.
- Current Victorian drivers' licence.

