



## ROLE DESCRIPTION

**Role title: Regional Development Officer**

**Department: XXX Region**

**Date: May 2018**

**Reports to: Senior Regional Officer**

**Name:**

### **Role purpose** (why the job exists and its contribution)

Working with appropriate colleagues to implement national organising strategies to meet the key challenges faced by the Union particularly in relation to ensuring employers meet their statutory obligations in respect of section 168 of the TULR(C) Act (paid time off for reps to undertake trade union duties).

### **Key responsibilities** (the key areas of the role holder's work)

1. To use all strategies and approaching a range of stakeholders, to gain TU recognition and ensure that Local Authority, academy and free school employers meet their statutory obligations under TULR(C)A by buying into local facility time arrangements in the first instance or alternative mechanisms as determined locally.
2. Where appropriate, to work with other stakeholders, towards the establishment of self-sustaining negotiation and consultation structures within the region's academies, free schools and MATs, ensuring local democratic accountability.
3. To support local activists in the development of branch structures and building capacity and activism at all levels of the union.
4. To undertake all types of individual and collective casework including representation to the level of lay officers, ie where dismissal is not a likely outcome, to support the main role purpose.
5. To recruit, develop and support new activists and representatives, including by delivering training and mentoring/coaching strategies, to ensure their engagement and empowerment.
6. Through a variety of methods, to support the recruitment and retention of members,

particularly school direct trainees, in order to ensure that NEU membership density is maximised.

7. Take a strategic view of organising opportunities within allocated project areas and to work collaboratively to develop, deliver, monitor and evaluate organising plans and activities in conjunction with the lay structures.
8. Maintain up to date knowledge of legislation and employer procedures and to remain aware of relevant information sources and up to date means of communication.

## How the National education union works

*These principles set out the culture and approach of the NEU.*

The role holder:

Models professionalism and integrity and acts in accordance with the NEU values

Supports the democratic processes

Promotes an organising culture across the union

Works collaboratively and empowers others

Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.

Adopts a proactive and flexible approach

## Key relationships

*These are the main working relationships that the role holder will develop.*

<b>Person(s)</b>	<b>Nature</b>
<b>Line manager</b>	The role holder will be managed by the Senior Regional Officer Bargaining and Organising
<b>Region team</b>	The role holder will work collaboratively with other teams in the region to achieve regional objectives and priorities whilst undertaking the main purpose of the role
<b>Officers</b>	The role holder will liaise with lay officers, workplace representatives, activists and members in a professional, sensitive and diplomatic manner, maintaining good working relationships and working to recruit potential members and encourage members to become active.
<b>External bodies</b>	The role holder will represent NEU externally with employers as appropriate and will have regular contact with a range of stakeholders including other unions as a spokesperson for the union and our policies.

## **Demonstrable key skills, knowledge and experience**

*The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.*

### **Qualifications**

A high standard of general education including good numeracy and literacy

Training in organising would be beneficial

### **Resource management & Planning**

- Experience of successfully working within a multi-disciplinary project team working towards specific objectives, with quantified resources and to specific timescales.
- Experience of working effectively (in a paid or elected position) within a democratic membership organisation/trade union.
- Experience of or ability to conduct effective planning/coordination of own work and with others.

### **Thinking challenge**

- Excellent organising skills and knowledge and experience of conducting organising work in a trade union
- Knowledge and understanding of the NEU's political, educational and legal context .
- Proven record of working strategically as part of a team with the ability to devise realistic plans that meet identified priorities .
- Ability to innovate within agreed parameters and to exercise judgement/make decisions.
- Analytical thinking/problem solving.
- Knowledge and understanding of issue based bargaining.
- Knowledge and understanding of employment law
- Knowledge and understanding of employment practices, policies and procedures..

### **Communication**

- Excellent communication skills (including active listening skills, public speaking, presentational and tutoring skills and ability to relate to a range of people in a range of situations)
- Influencing, persuading and negotiating skills
- Experience of acting as an advocate for members at workplace or local level
- Experience of delivering trade union training, coaching/mentoring workplace representatives and local officers would be beneficial
- Ability to deal confidently with difficult and sensitive situations and to maintain confidentiality

### **Operational delivery**

- Proven ability to successfully plan and manage organising projects to meet specified objectives with identified resources
- Experience of dealing with members' casework, appropriate to the level expected of lay officers (this will include representation of members in all types of grievances and disciplinary hearings up to those which could lead to statutory claims)
- Proven organisational skills
- Knowledge of teachers' salaries, superannuation and conditions of service or the ability to quickly assimilate this knowledge
- Good understanding of trade union structures including district and branch structures
- Ability to engage local officers in a programme of planned activity
- Ability to work collaboratively and to empower and motivate others
- Ability to successfully engage members from under-represented groups
- Ability to work independently, under own initiative and to be self-motivated
- IT skills including experience of Microsoft office suite, management/membership information systems/other IT needs
- Experience of using social media and spreadsheets

### **Additional**

#### **Work demands**

- The ability to work under pressure and deliver work to deadlines
- The requirement to work outside normal office hours and over weekends where requested
- A willingness to undertake extensive travel, regionally and nationally which may require occasional stays away from home

#### **Additional relevant requirements**

- Is firmly committed to the trade union movement and to the role of education unions in particular
- Understanding of equal opportunities issues and has a commitment to promote diversity and oppose unfair treatment
- The requirement to maintain sufficient (Up to date) knowledge of rules, principles and legislation necessary for the performance of the role including data protection principles
- The requirement to undertake other professional development and training as necessary for the performance of the role

- A full and valid driving licence.

This role description will be kept under review and can be adapted to meet the changing needs of the National education union, subject to appropriate consultation.