

## ROLE DESCRIPTION



**Role title:** Lead Equalities Organiser

**Team:** Organising Team

**Department:** Organising, Learning and Bargaining

**Date:** December 2021

**Reports to:** National Organiser (Equalities & Activist Development)

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

To strategically manage national equality organising strands, working face-to-face to empower, support and develop members and reps and maximise member engagement within under-represented groups and identified equality Organising Forums (OFs).

Work closely other relevant national and regional staff, to devise strategies and programmes of work to deliver identified equality organising and activist development work strands.

To champion good equality organising and activist development practice across the union, maximising the contribution made by members and activists within under-represented groups to achieving the union's strategic aims.

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

1. Deploy specialist knowledge and expertise to oversee priority strands of equality organising and activist development, nationally and regionally to ensure strategies to increase involvement of under-represented groups are central to the union's work, devising strategies, drafting programmes of work, devising and delivering relevant training and setting/establishing systems to monitor relevant metrics.
2. As directed by the National Organiser (Equalities & Activist Development), with support provided by the Support Officer and Central Events Team, provide dedicated servicing secretary and/or organising support to OFs, including one identified equality OF (LGBT+, Black, Disabled or Women), liaising closely with chair and OF members:
  - to devise strategies and programmes of work to effectively implement equality and other organising and policy priorities;
  - support and develop OF members to lead, champion and embed equality and other organising activities across their region;
  - set and collate agendas, papers and reports for OF meetings;
  - prepare and co-ordinate programme, workshops, providers and support resources for equality and other OF conferences.

3. Liaise closely with other senior staff (e.g. senior organisers, training/PD managers, campaigns project managers, regional officers and team leaders in policy, bargaining and social justice teams) and elected officers, to devise strategies and programmes of work to effectively implement strands of national activist development and equality organising and ensure strategies to increase involvement of identified under-represented groups are central to the union's work, focussing in on empowering and linking activists, developing and mentoring reps, boosting membership density and maximising member engagement and learning.
4. Liaise closely with staff in the policy, bargaining and social justice teams and provide specialist organising expertise to maximise the involvement of members from under-represented groups in both developing and promoting union policies, especially but not exclusively around equality issues.
5. Identify, develop and manage a range of challenging member, activist, officer, staff and stakeholder relations, within and across Departments and regions, ensuring that each organising project has clear expectations, timelines and roles, both in terms of what the equalities organising team can deliver and in terms of what the equalities organising team needs for success.
6. Account manage deliver of agreed equality organising project budgets, liaising directly with senior/regional managers to agree allocation of equality organising programmes of work to field-based organisers and other staff as appropriate.
7. Directly, through their project teams and alongside local officers, undertake a wide range of organising activities – train, assist and mentor reps and local officers; secure recognition; bargain effectively; deliver national organising project events (e.g. equality conferences); identify collective issues to organise and bargain around; recruitment of non-members; produce targeted publicity.
8. Develop strategies to balance and deliver this diverse and competing range of strategic and operational activities within agreed time and budget constraints, taking a strategic view, devising, leading and delivering project plans and identifying resources to prioritise competing demands accordingly.
9. Advise Head of Organising and other senior staff/officers about emerging trends relevant to wider NEU membership arising from national equality organising projects, including member sentiment, concerns and engagement preferences.

### **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

Leads and manages the team in accordance with good people management practice and NEU policy and procedure

Demonstrates a fair and consistent approach to people management

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.*

Person(s)	Nature
<b>National Organiser (Equalities &amp; Activist Development)</b>	The role holder is line-managed by the National Organiser (Equalities & Activist Development).
<b>Head of Organising &amp; Senior Organisers</b>	The role holder will work collaboratively to set strategic aims for national organising projects, devise regional programmes of work and allocate budgets regionally.
<b>Support Officer</b>	The role holder is work closely with the support officer to provide effective support to identified equality OFs.
<b>Organising &amp; Learning Department</b>	The role holder will work collaboratively with other members of the department to deliver the Union's organising objectives and priorities.
<b>Cross-departmental project teams</b>	The role holder will manage cross-departmental project teams across London office, Wales/NI and the regions.
<b>Officers, Executive and OF Members</b>	The role holder will liaise with Officers and Executive members, lay officers and activists and must provide a professional impression and manage relations diplomatically, being an ambassador for the NEU.
<b>Lay members and activists</b>	The role holder will ensure engagement with lay members and activists to develop, support and assist then in delivering equality organising activities.
<b>Members and potential members</b>	The role holder will undertake direct recruitment, organising, learning, policy and campaigns activities.
<b>External relations</b>	The role holder will interact with leaders, employers, government elected representatives and union counterparts to establish effective professional relationships which raise the profile of NEU and assist in achieving organising objectives and targets.
<b>Other staff</b>	The role holder will work collaboratively with other departmental staff to champion and develop good organising practice across the Union.

### 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**

- Demonstrable literacy and numeracy skills, commensurate with degree level;
- Organising Academy Qualification or other recognised organising qualification, or proven relevant experience from a similar role;

### **Resource management & Planning**

- Experience of successfully leading and managing a project team across departments, to achieve agreed objectives ideally in a membership organisation or trade union;
- Developed project management skills;
- Ability to prepare, review and deliver effective work plans that meet objectives and priorities;
- Experience of developing and delivering successful training activities;
- Effective budget planning, management and reporting skills (indicative budget level for post £50-100k);

### **Thinking challenge**

- Good understanding of how to successfully operate within the political, educational and legal context of the union's work;
- Proven record of working at a strategic level to prepare, review and deliver organising projects to meet agreed objectives and priorities;
- Experience of identifying and analysing membership information and trends to advise and inform Union strategies, campaigns and support for activists and members;
- Good analytical and research skills;
- Highly developed understanding of the equality organising, campaigns and policy work of the union;
- Proven experience of organising, bargaining and campaigning around equality issues to involve under-represented groups in collective activities;
- Knowledge of employment procedures, negotiations, and legislation, including equalities' regulations;
- Ability to think innovatively and to devise new solutions that meet agreed objectives and priorities;
- Experience of working independently, within agreed parameters, to exercise judgement and make decisions;
- Ability to confidently manage sensitive, difficult and challenging situations;

### **Communication**

- Experience of successfully working in partnership with key stakeholders and ability to build and maintain good, supportive working relationships;
- High level of written skills, public speaking, tutoring and presentation skills;
- Strong influencing skills including experience of achieving successful outcomes in negotiations and delivering successful campaigns;

- Ability to successfully engage, motivate and work in partnership with local activists and members;
- Ability to put together a persuasive case for joining the NEU and engaging members as activists;
- Ability to produce clear, high quality documents, reports and publicity communications;
- Ability to use social media to engage members and non-members, and publicise member activities;

#### **Operational delivery**

- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- Proven ability to manage national or large-scale organising projects or campaigns;
- Ability to work proactively and independently, within agreed parameters, without needing day-to-day line manager oversight.
- Good understanding of the education systems operating in the UK and relevant legislation;
- Excellent union organising skills and a proven ability to grow membership and identify collective issues to organise around:
- Sound knowledge of the trade union movement and an understanding of the issues relating to membership recruitment and retention;
- Strong IT skills including Microsoft Office Suite and ability to provide management information and reports in a range of formats;

### **Additional**

#### **Work demands**

- The ability to work under pressure and manage competing and critical deadlines;
- The role holder will be required to work at weekends and in the evenings as necessary for the performance of the role;
- The requirement to travel extensively to attend regular activities, conferences and meetings away from the normal place of work, which will involve stays away from home.
- The role will be nationally mobile, may be regionally based but will be expected to regularly visit Hamilton House;
- The requirement to be able to drive and possess a full and valid UK driving licence;

#### **Additional relevant requirements**

- The role holder will be required to share the characteristics of the relevant equality strand: women, LGBT+, black or disabled.
- The requirement to undertake professional development and training as necessary for the performance of the role;

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.