ROLE DESCRIPTION

Role title: Regional Officer

Team:

Department: [xxx] Region

Date: May 2018

Reports to: Senior Regional Officer

Name:

Role purpose (why the job exists and its contribution)
To contribute to the strength of the Union by efficiently and effectively supporting members, activists and lay officers in a defined geographical area and across the region when required.

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

1. To undertake serious individual casework, including before external bodies where necessary *
2. To undertake negotiations with employers in a wide range of educational institutions whilst recruiting and supporting activists to take on the negotiations.
3. To motivate and support districts and branches in recruitment, bargaining, representation, equalities and organising work.
4. Support local officers in delivering district and branch development plans.
5. To assist in the delivery of the national training programme in the region.
6. To assist in the delivery of national campaigns in the region.
7. To work closely with other unions to deliver NEU priorities.
8. To promote the union in the workplace and beyond and use all opportunities to recruit and retain members
9. To use all opportunities to motivate and encourage and mentor members to become active in the Union and specifically to become reps and local officers.

10. To use all opportunities to engage with under-represented members.

*Casework should not account for more than 60% of the role.

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.

Person(s)	**Nature**
Senior Regional official	The role holder will be managed by the Senior Regional official.
Region	The role-holder will work collaboratively with other teams in the region to achieve regional objectives and priorities.
Lay Officers and Members	The role holder will liaise with lay officers, workplace representatives, activists and with members in a professional, sensitive and diplomatic manner, maintaining good working relationships and will work to recruit potential members and encourage members to become active.
External bodies	The role holder will represent NEU externally as appropriate and will have regular contact with a range of stakeholders including employers, the TUC, and 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

- Well-developed literacy and numeracy skills
- Employment Law training or equivalent experience
- Organising Academy qualification or equivalent experience (Desirable);

Resource management & Planning

- Ability to plan, prioritise and manage own workload, in order to meet agreed objectives;
- Ability to work collaboratively;
- Ability to develop and deliver work plans to meet objectives and priorities;

Thinking challenge

- Knowledge and understanding of how to operate within the NEU's political, educational and legal contexts;
- Knowledge of employment law;
- Knowledge and understanding of trade union organising;
- Sound analytical thinking/problem solving skills;
- Ability to negotiate, analyse and persuade on behalf of members individually and collectively;
- Ability to work on own initiative and to exercise judgement and make decisions within agreed parameters;

Communication

- Strong written skills;
- Strong public speaking, tutoring and presentation skills;
- Experience of acting as an advocate for members/groups of members, presenting complex arguments;
- Strong influencing and negotiating skills;
- Ability to put together a persuasive case for joining the NEU and engaging members as activists;
- Proven ability to deal with difficult and sensitive situations and to maintain confidentiality;
- Ability to develop and maintain positive working relationships;

Operational delivery

- Knowledge and understanding of the education systems operating in the UK and relevant legislation, or the ability quickly to assimilate this knowledge;
- Experience of engaging and working in successful partnerships with local union officers and activists; In particular supporting them with district and branch development plans;
- Proven experience of successfully undertaking and managing high level complex casework;
- Ability to plan and deliver successful training activity;
- Excellent understanding of trade union structures and district and branch structures;

• Experience of conducting successful negotiations on behalf of members individually and collectively. • Knowledge and understanding of the organising agenda and a proven ability to recruit members, including from under-represented groups, and to engage them in activism; ; • Strong IT skills including Microsoft Office together with any other IT applications necessary for performance of the role; • The ability to provide management information and reports in a range of formats;

Additional

Work demands

- Ability to work under pressure and deliver to challenging and critical deadlines;
- The requirement to work evenings and weekends as necessary for the performance of the role;
- The requirement to travel to attend regular activities, conferences and meetings away from the normal place of work, and which may involve stays away from home. These could be regionally and nationally

Additional relevant requirements

- Is firmly committed to the trade union movement and to the role of education unions in particular;
- Understands equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- The requirement to maintain an up to date knowledge of relevant legislation, including employment law, together with union rules and procedures as necessary for performance of the role;
- The requirement to undertake other professional development and training as necessary for the performance of the role.
- A full and valid UK 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.