

UVW JOB DESCRIPTION

February 2025

Job Title	Organiser
Works closely with	UVW members, Organising team, Casework & legal team, Campaign comms team, UVW Sector Groups
Reports to	Organising Team Coordinator

Main Job Purpose:

The main purpose of the role is to recruit, engage and organise new members and to support all members to build power collectively, including through workplace campaigns and disputes.

Main Responsibilities

- Identify organising opportunities within agreed organising priorities
- Maintain accurate information about workers in key workplaces and sectors
- Develop and execute winning campaigns with workers
- Develop relationships and working with community and other allies
- Support and create programmes for new member engagement
- Support member development including building lay member structures and delivering training
- Advise and represent members in individual and collective cases
- Assist members in negotiations
- Visit workplaces as necessary

PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Education level, qualifications or equivalent	None required	

<p>Knowledge, experience and technical skills</p>	<p>Solid organisational and planning skills. Knowledge of the work and aims of UVW and the trade union movement Proficient in English (verbal and written). I.T. literate, with experience of using standard programmes (e.g. MS office or Google Suite)</p>	<p>Organising experience, in a trade union, community or social justice context.</p> <p>Experience of case handling, advocacy or representation.</p> <p>Legal knowledge or experience</p> <p>Good knowledge of Spanish</p>
<p>Personal attributes and skills</p>	<p>Strong communication, analytical and interpersonal skills.</p> <p>Ability to exercise a high level of discretion, diplomacy, judgement and initiative.</p> <p>Ability to work under-pressure, problem-solve and manage competing priorities.</p> <p>Commitment to social justice and trade unions.</p>	<p>Good negotiation skills</p>