

ROLE OF AN IEU ORGANISER

Nature of the role

IEU Organisers are the face of the union in workplaces in a discrete geographic area.

The Organiser will develop strategies to recruit and retain members and support the school-based Reps in building the Chapter in each workplace by recruiting members and assisting members to address school-based issues collectively. This involves on site visits as well as supporting members via electronic means.

The Organiser will also provide advice and assistance for members on matters relating to their employment and will liaise as appropriate with other more specialised IEU Officers and staff.

As a union workplace, there is a focus on collegiality and collaborative approaches at the IEU.

Organisers are expected to be aware of and support the contribution of unions to society and hold a commitment to union values.

Duties and responsibilities

Organisers build and enhance relationships with Reps and members by regular visits to workplaces, contact with Reps and activists in school chapters and support industrial campaigns around salaries,

Organisers provide advice and representation to members on matters affecting their employment or seek specific advice from other IEU Officers. Organisers also regularly provide advice and assistance to chapters/workplaces on collective matters relating to their employment.

The role may require attending meetings held outside standard working hours and involves travel to workplaces (a union vehicle is provided).

Specific duties include:

- visiting schools, early childhood services and other workplaces in the allocated area to enhance and maintain union presence
- visiting schools and other workplaces for recruitment of new members and retention of existing members
- developing strategies for recruitment and retention of members and mapping of priority sites for recruitment

- organising and supporting members to identify and collectively address chapter issues, build workplace activism and assist with strategic campaigning including on occasion, in relation to industrial action
- advocating on behalf of members - keep accurate file notes and records of contact/advice provided, make contact with employer authorities for resolution of disputes and/or attend meetings and advocate on behalf of members
- participating in a Duty Officer roster for member contact/inquiry
- initiating contact with new members
- attending IEU Council meetings and sub branch meetings
- compiling reports and summaries of individual cases
- on occasion, contributing to on-line and print publications of the union, and
- liaising as appropriate with other IEU Officers and staff.

Knowledge and skills

1. An ability to communicate with members and non-members is essential both in one on one settings and in meetings.
2. Written communication skills must also be of a high standard.
3. An ability to identify recruitment and member growth opportunities in workplaces will be developed.
4. Organisers will be expected to have or acquire a knowledge of relevant enterprise agreements and to be able to explain them to members.
5. Organisers will need to have the ability to be self-directed in their work whilst working as part of a team subject to the direction of the Secretary.
6. Knowledge of current issues in schools and education is an advantage.
7. Current driver's licence essential.

An extensive induction program will be provided to the successful applicant together with ongoing support over the first 12 months of employment.