

Introduction

MiP is the UK's union for health and care managers, with over 6,000 members and 60 plus workplace reps working in the public services, private, voluntary and community sectors. We employ 13 staff, five in our national centre in London and eight across the UK. MiP is a partnership organisation. It is a section of the FDA and a national branch of UNISON.

Organiser Role

The organiser will be a UK wide flexible resource for organising at local and regional level. The focus of the job is on recruiting new members, supporting our network of reps and working with our national officers and reps on campaigns and initiatives. The organiser will have a role in our training programme and in developing our advice and guidance for reps on bargaining and collective issues.

The organiser will work to the organising strategy agreed by the MiP national committee. This will work in conjunction with our work around communications, policy and campaigns, equality and casework.

Among the aims of MiP are:

- Extend and promote our influence in the workplace and at all Governmental levels.
- Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all grades, black members, disabled members and LGBT+ members.
- Provide effective standards of service in the areas of representation, advice and information to members on the work of the union, including support for our lay reps in the workplace.

To further these aims, you must have a strong commitment to the trade union movement and the ability to motivate potential members to join and participate in the activities of MiP. You should also have an understanding of equality and inclusion and a commitment to building a diverse organisation. You must demonstrate tenacity and a proactive approach to recruitment and organising which encourages and motivates colleagues and lay member activists.

The organiser should have a strong understanding of bargaining and negotiations issues. He/she should be able to identify issues such as flexible working or bullying and harassment as potential campaigns.

The allocation of work to the organiser is the responsibility of the Head of Operations, with supervision on specific organising projects provided by designated national officers and other staff in MiP.

MiP ORGANISER

HOME-BASED

JOB DESCRIPTION

GRADE: FDA Payband 2

REPORTS TO: Head of Operations

OVERALL SUMMARY

This post is the first level organising post in MiP. The postholder will focus on recruiting new members and organising and supporting our lay reps. The postholder will work across the UK with the national officers and head office team to recruit members and develop union organisation.

Work Areas

- Arranges recruitment initiatives on greenfield sites, online platforms, regular pitches on employer premises, and at public events
- Member of the training for reps MiP team including delivering sessions and identifying learning needs
- Supports MiP communications with reps through social media, the website and newsletters
- Creative use of contact with reps through online platforms, social media and face to face meetings
- Analyse information from our membership databases and employer data to help officers and reps decide where to target recruitment activities.
- Evaluates the outcome of recruitment and organising activities to build an understanding of what works.
- Contributes to the development of recruitment and organising campaigns including materials through social media and workplace events
- Designs and deliver presentations to prospective members at induction events.
- Identify new activists and supports them to have the necessary information and skills to enable them to participate in MiP activities
Gives basic advice to lay representatives, members and non-members.

- Advise and assist MiP staff and reps with the arrangements and administration of recruitment and organising events. Works to recruitment targets providing regular reports on membership targets achieved and recruitment activities undertaken.
- Undertakes other duties as required by the grade definition or job profile of this post.

MiP ORGANISER

HOME-BASED

PERSON SPECIFICATION AND SELECTION CRITERIA

MiP is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help match candidates to the post of organiser.

This post is being advertised during the Covid pandemic so the candidate should address the criteria in terms of face to face and use of online platforms and methods.

Heading	Selection Criteria
Thinking	<p>Effective organisational skills including</p> <ul style="list-style-type: none"> • Practical problem solving • Planning and organising meetings • Analysing information including figures and membership lists • Monitoring and evaluating outcomes of projects and plans <p>Delivering to deadlines including annual plans and strategies</p> <p>Prioritising workload to ensure our organising strategy has maximum impact</p> <p>Learning and development</p>

	<ul style="list-style-type: none"> • Ability to identify development needs of reps • Ability to design and facilitate training sessions and learning opportunities for reps
<p>Interpersonal and communications</p>	<p>Experience of advising, guiding or persuading using interpersonal skills to respond to the needs of others:</p> <p>Experience of dealing with</p> <ul style="list-style-type: none"> • Hostile employers • Angry or upset members • Conflict with reps and other unions <p>Excellent written and verbal skills including</p> <ul style="list-style-type: none"> • Drafting newsletters, presentations and briefings for reps • Supporting website communications such as FAQ's and short articles • Experience of using social media to communicate • Speaking and representing an organisation either face to face or through online platforms <p>Experience of giving basic advice to reps on</p> <ul style="list-style-type: none"> • Organising and recruitment issues • Terms and conditions • Negotiating and organising tactics <p>Experience of effective team working including managing cross team projects</p>
<p>Initiative and Independence</p>	<p>Experience of organising and prioritising own workload including:</p> <ul style="list-style-type: none"> • decision making within guidelines • Developing plans and targets • following policies and procedures. • Effective time management

	Commitment to continuous learning and development
Resource Management	<p>Experience of handling or processing material financial or & information resources in keeping with GDPR including:</p> <ul style="list-style-type: none">• Membership information• Monitoring expenditure• Confidential information• Handling of light equipment <p>Good IT skills and ability to use social media and online platforms</p> <p>Ability to travel for work</p>
Equality and employment law	<ul style="list-style-type: none">• Demonstratable understanding of and commitment to equality• General understanding of employment issues and employment law• Understanding of the role and operation of trade unions