

Queensland Together, Branch of the Australian Services Union

Position Description and Selection Criteria

Job Title	Trainee Organiser
Centre	Brisbane
Classification	AO3 Trainee Organiser (Upon successful completion of year 1 traineeship competency requirements the Trainee Organiser progresses to AO4 (1), upon successful completion of the year 2 competency requirements the Trainee progresses to AO5(1)– see <i>Additional Information</i>)
Employment Status	2 year Traineeship (AO3-A04), with a permanent employment at the AO5 organiser level, Full-time
Salary Range	A03 - \$2983.76- \$3327.49 per fortnight.

Purpose

- To contribute to the building of a stronger Union by;
- Recruiting new members to the union.
- Identifying, fostering and support union delegates and activists,
- Increasing the level of activism of union delegates and activists,
- Providing basic industrial advice, and
- Representing the union at employee inductions and other activities.

Organisational Environment

- Together is an organising union with over 30,000 members and provides industrial services to all Queensland State Government departments, some university staff, private entities such as private hospitals, airlines, call centres and general clerical areas.
- The organising team is made up of a dedicated team of staff allocated primarily to assist in the delivery of the union's campaigns and recruitment. The team is responsible for undertaking new starter contact, representing the union at inductions, working with delegates, activists and members to both develop delegate and membership structures as well as activate membership involvement in bargaining and other campaigns.
- Organisers work within a team and are responsible for organising areas of membership to which you are assigned. This may be on a departmental, occupational or geographical basis.

- Organisers are responsible for increasing both membership and delegate levels within their respective areas.
- Trainee Organisers undertake these duties along with a structured training program and with mentoring and support from experienced organisers and Lead Organisers in the team.

Reporting Relationships

- Trainee Organisers report to Lead Organisers and through to the Assistant Secretary.

Duties

- Recruit new members to the union including attendance at induction programs according to agreed recruitment targets.
- Recruit members to become activists within the union.
- Encourage and facilitate union members to be involved in union campaigns and activities.
- Provide basic advice on industrial issues, union policies and services to members, after consultation with other union officers if necessary.
- Communicate with members, both verbally and through written mediums, about the objectives, actions and progress of campaigns and other union activities.
- Collect and collate information for the purpose of mapping delegate and membership structures.
- Update files and details on members, delegates and industrial issues when necessary.
- Prepare written briefs to Lead Organisers and other team members about industrial issues and other union activities.
- Participate in and support broader union activities.

Financial Delegations

- Nil.

Key Selection Criteria

1. Excellent interpersonal skills and an ability to have persuasive one on one conversations and present to small and medium sized meetings.
2. A demonstrated ability to participate in a team environment, to engage in team activities and participate in team learning activities.
3. Competent in written and oral communications, including the capacity to accurately inform and motivate. Ability to prepare reports, spreadsheets and other correspondence using programs such as Microsoft Word, Microsoft Excel and other programs.
4. Commitment to unionism and the values of collectivism.

Mandatory Requirements

- Applicants must be able to satisfy the requirement Section 513 of the Fair Work Act 2009 in order to gain a Right of Entry.
- Open class "c" driving license is essential.

Additional Information

- Together is an Equal Employment Opportunity Employer.
- Smoking is prohibited in all Together buildings and vehicles.
- All Together organisers require a current driver's license enabling them to operate a vehicle in Queensland.
- Trainee Organisers work with supervision and are mentored by senior organisers and Lead Organisers.
- While the positions are permanent within the Union, the Union has previously sought extended leave for various Public Sector employees for members to assume these roles.
- The position may need to work at night or on weekends.
- Travel away from the centre involving being away overnights may be required.
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.
- Applicants are requested to forward a copy of the application to:
Alex Scott Branch Secretary Via email to
jobs@together.org.au