

Position:	Organising & Campaigns Officer
Classification:	SACS Level 3, Pay Point 1
Location:	Various
Reports To:	Secretary or Secretary's nominee

POSITION OBJECTIVE:

To contribute to the building the Retail and Fast Food Workers Union by:

- Recruiting new members to the Union;
- Identifying, fostering and supporting Union delegates and activists;
- Increasing the level of activism of Union delegates and activists;
- Providing basic industrial advice;
- Representing workers in meetings and other forums; and
- Implementing the campaigns of the Union.

TYPICAL DUTIES:

- Recruit new members to the union 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.
- Work with members on industrial issues locally to progress their concerns.
- Meet with management representatives, with delegates and members, to raise industrial concerns and resolve these issues.
- Contact media representatives and speak to the media on local issues with members and delegates.
- Provide basic advice on industrial issues, union policies and services to members, after consultation with other union officers if necessary.
- Participate in team meetings
- 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 management and other team members about industrial issues and other union activities.
- Participate in and support broader union activities.
- Other relevant duties as directed.

KEY SELECTION CRITERIA

1. Demonstrated ability to recruit new members to a union or undertaking similar recruitment activities in a non-union context. This would include presenting to large groups with demonstrable join outcomes, and undertaking recruitment work on a one on one basis. Please provide examples.
2. Demonstrated leadership in progressive campaigning, including by the engagement of volunteers into progressive campaigns.

3. Knowledge of industrial relations or the ability to quickly obtain knowledge of industrial relations practices and principles. The ability to give considered industrial advice and represent workers in meetings with management representatives.
4. Demonstrated ability to communicate in the written form, including formal letters, submissions, reports, prepare spreadsheets and email communications. Demonstrated competence using programs such as Microsoft Word, Excel, Outlook and PowerPoint.
5. Ability to work as part of a national team with very limited supervision. This will include a demonstrated ability to be self-motivated and prioritise complex tasks.
6. Commitment to the principles of trade unionism.

Additional Information:

- The Retail and Fast Food Workers Union is an Equal Employment Opportunity employer.
- All campaigns officers require a current driver's license
- The position will need to work at night and/or on weekends. The wage for the work will either specifically identify limits on night and weekend work, or pay penalty rates on the Award rates. This will be agreed with the successful applicant prior to commencement. No employee of the Union will be paid less than they would earn under the relevant Award.
- Travel away from the usual work location involving being away overnights may be required.
- Travel to Melbourne for training on commencement may be required.
- In addition to addressing the Selection Criteria, applicants should provide a succinct Curriculum Vitae or Resume, including relevant work history.