



[www.miphealth.org.uk](http://www.miphealth.org.uk)

## **Introduction**

MiP is the UK's union for health and care managers, with 9,000 members and 140 workplace reps working in the NHS, private, voluntary and community sectors. We employ 15 staff, 7 in our national team and eight across the UK. MiP is a partnership organisation. It is a section of the FDA and a national branch of UNISON.

### **Assistant National Organiser Role 14 Month Fixed-Terms Contract (maternity cover)**

The assistant national organiser will need to be based in or near London but a flexible resource for targeted organising work elsewhere in the UK . The focus of the job is on recruiting new members, supporting our various networks of reps and working with our national organiser, the national officers and reps on campaigns and initiatives to change the NHS workplace. The assistant national organiser assists the national organiser in developing and delivering training for workplace reps, and identifying learning needs.

The assistant national organiser will be managed by the national organiser and work on the organising strategy agreed by the MiP national committee. The strategy is 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, diversity 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 assistant national organiser should have a strong understanding and experience of bargaining and negotiations issues, including supporting collective consultations. The assistant national organiser should be able to identify issues such as flexible working or bullying and harassment as potential campaigns and/or need focused written advice and training.

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

## **JOB DESCRIPTION**

**GRADE:** FDA Payband 2

**REPORTS TO:** National Organiser

## **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 mainly be working in London but also on specific projects across the UK. The assistant national organiser will work with the national organiser, 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
- Assists the national organiser in developing and delivering training for workplace reps 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
- Responsible for our rep network meetings based on employer, geography or professional group.
- 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 as well as supporting collective consultations,
- 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.

## 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 assistant national organiser.

Heading	Selection Criteria
Thinking	<p>Effective organisational skills including</p> <ul style="list-style-type: none"> <li>• Practical problem solving</li> <li>• Planning and organising meetings</li> <li>• Analysing information including figures and membership lists</li> <li>• Monitoring and evaluating outcomes of projects and plans</li> </ul> <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"> <li>• Ability to identify development needs of reps</li> <li>• Ability to design and facilitate training sessions and learning opportunities for reps</li> </ul>
Interpersonal and communications	<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"> <li>• Employers</li> <li>• Members in stressful situations</li> <li>• Conflict with reps and other unions</li> </ul> <p>Excellent written and verbal skills including</p> <ul style="list-style-type: none"> <li>• Drafting newsletters, presentations and briefings for reps</li> <li>• Supporting website communications such as FAQ's and short articles</li> <li>• Experience of using social media to communicate</li> <li>• Speaking and representing an organisation either face to face or through online platforms</li> </ul> <p>Experience of giving basic advice to reps on</p> <ul style="list-style-type: none"> <li>• Organising and recruitment issues</li> <li>• Terms and conditions</li> <li>• Negotiating and organising tactics</li> </ul> <p>Experience of effective team working including managing cross team projects</p>
Initiative and Independence	<p>Experience of organising and prioritising own workload including:</p> <ul style="list-style-type: none"> <li>• decision making within guidelines</li> <li>• Developing plans and targets</li> <li>• following policies and procedures.</li> <li>• Effective time management</li> </ul> <p>Commitment to continuous learning and development</p>

Resource Management	<p>Experience of handling or processing material financial or &amp; information resources in keeping with GDPR including:</p> <ul style="list-style-type: none"> <li>• Membership information</li> <li>• Monitoring expenditure</li> <li>• Confidential information</li> <li>• Handling of light equipment</li> </ul> <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"> <li>• Demonstratable understanding of and commitment to equality</li> <li>• General understanding of employment issues and employment law</li> <li>• Understanding of the role and operation of trade unions</li> </ul>