**PERMANENT**

## JOB DESCRIPTION

**NATIONAL ORGANISER (Magazines, Books and Wales)**

Based in the Head office of the National Union of Journalists (NUJ), located in Central London, the National Organiser (Magazines, Books & Wales) will be responsible for the union’s magazines, books and Wales sectors.

**Reporting to the NUJ General Secretary, this role will have primary industrial responsibility for:**

* Continuous liaison with and information-gathering from the union’s magazines, books and Welsh members, both collectively and individually, using the organisation of meetings, conferences, forums, emails, social media etc.

VACANCY

2024

**HOW TO APPLY**

If you would like to apply for this role, please complete the application form and send along with the following:

 up-to-date CV,

signed GDPR form

and a covering email to Personnel@nuj.org.uk explaining why you feel that you satisfy the criteria and would be able to demonstrate your suitability for the role.

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

**Noon, Tuesday 7 May 2024**

**INTERVIEWS:**

**Friday 24 May 2024**

National Union of Journalists

Headland House

72 Acton Street

London WC1X 9NB

Personnel@nuj.org.uk

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

The NUJ is an equal opportunity employer.

April 2024

* Recruiting and retaining magazines, books and Welsh journalists across the union.
* Planning and tailoring recruitment strategies, working with lay reps and activists to establish and organise chapels in consultation with Magazines & Books Industrial Council (MABIC) and Welsh Executive Council (WEC) and other organisations.
* Negotiating collective agreements, pay claims and representing the interests of Magazine, Books and Welsh members, in co-operation with other officials.
* Organising and co-ordinating the advice and information services to individual members, including telephone advice services, routine circulation of information, and to assist with representation and negotiations for individual members, where necessary.
* Providing comprehensive written reports, updating on industrial and workplace issues to the union's Welsh Executive Council (WEC) and National Executive Council (NEC).
* Servicing of the union’s elected Magazines & Books Industrial Council (MABIC) and Welsh Executive Council (WEC) and other committees, councils or group chapels as directed by the General Secretary – the National organiser should work to identify issues facing its members, as they arise, and develop strategies and responses.  Attending branch, chapel and other daytime or evening meetings as required.
* Liaison with the Welsh government and Senedd and conducting policy work through the oversight of the General Secretary and the NUJ Policy Committee / NEC, in liaison with the Campaigns and Communications department.
* Lobbying and campaigning at national and European level on key policy issues affecting magazines, Books and Welsh Journalists e.g., taxation policy, legal protection for self-employed workers, starting salaries within publishing etc.
* Liaising on all of the above issues with other NUJ sectors and their organisers and with the Scottish, Irish and Northern offices of the NUJ.
* Liaising on all key issues with other media unions and organisations.
* Abiding by all NUJ policies, in particular, those addressing equality and ethical issues.
* Undertaking other duties as directed by the General Secretary or, in their absence, to the Assistant General Secretary.

**This role will have the following managerial responsibilities:**

* Sector-based projects.
* Day-to-day initial authorisation of MABIC and Welsh Executive Council membership expenses, dealt with in accordance with the NUJ payment policy procedure and with full oversight of the Head of Finance & Membership.

**This role will have the following training responsibilities:**

* Professional Training: In liaison with and prior approval of the General Secretary and the Professional Training Committee (Profcom), co-operation on the development and delivery of training for magazine, books and Welsh members.
* Trade Union Training: Facilitating and tailoring TU training for magazine, books and Welsh members via the union’s central training programme
* Attend and contribute to Welsh Union Learn Fund (WULF) steering group meetings.

**PERSON SPECIFICATION**

The successful candidate will be educated to degree level and/or have at least five years trade union experience.  The post holder will be expected to work flexibly, including some travel, and will need to demonstrate that they have or are capable of the following skills:

* Experience of the current media industry and knowledge of the issues facing members working in magazine and book publishing and members in Wales across the different parts of the industry.
* Proven organisational and negotiating skills, preferably in a trade union context and experience working/negotiating with employer organisations and associated bodies.
* Proven experience of establishing and implementing recruitment and organising strategies.
* Experience of working within a committee structure and of servicing meetings.
* Carrying out research and preparation of documentation, as required
* An ability to deal sympathetically and efficiently – by telephone or in person – both with collective and individual problems and grievances and to represent individual workers and chapels effectively, where necessary.
* The ability to communicate with members using both traditional means and current electronic communications.
* Familiarity with current media technologies used by members.
* Prioritising and working to deadlines.
* An ability to work on own initiative and in a flexible manner to respond to urgent or immediate issues.
* A working understanding of equal opportunities practices and legislation.
* An ability to inform and motivate members of staff working directly to them; to work as a team harmoniously and collectively with their colleagues and union members.

**Job Title:** National Organiser (Magazines, Books and Wales) | **Department:** Magazines, Books and Wales | **Location:** London

**Staff Chapel:** NUJ | **Grade:** NO | **Reports to:** NUJ General Secretary | **Contract Type:** Permanent | **Start Date:** TBC

**Salary:** £60,239.74 | **London Weighting:** £4,000.00 | **Working Time:** Full-Time, 5 days a week, 35 hours a week including lunch

**Hybrid Working:** a minimum of 3 days in the London office and the remaining 2 days working from your permanent residence. There may be a requirement to work 5 days in the office, dependant on organisational needs.

**PERMANENT**

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**VACANCY**

2024

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**APPLICATION FORM**

**NATIONAL ORGANISER (Magazines, Books and Wales)**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **Surname:** |  |
|  |
| **Other names:** |  |
|  |
| **Address:** |  |
|  |
| **Contact details:** | **Home Tel:** |  |
| **Mobile:** |  |
| **Work Tel:** |  |
| **Email:** |  |
|  |
| **Current NUJ Branch:*****(if applicable)*** |  |

|  |  |
| --- | --- |
| **Where did you hear about this vacancy?** |  |
|  |
| **HOW TO APPLY**If you would like to apply for this role, please complete the application form and send along with your signed GDPR privacy notice, an up-to-date CV and covering email to Personnel@nuj.org.uk explaining why you feel that you satisfy the criteria and would be able demonstrate your suitability for the role.**DEADLINE FOR RECEIPT OF APPLICATIONS:****Noon, Tuesday 7 May 2024****INTERVIEWS:****Friday 24 May 2024**Please note that applications received after the close of applications will not be accepted.  |

|  |
| --- |
| **EQUALITY MONITORING FORM** |
|  |
| 1. **SEX AND GENDER IDENTITY**
 |
|  |
| **What is your sex?** |
|  |  | Female |  | Male |  | Prefer not to say |
|  |
| **Is the gender you identify with the same as your sex registered at birth?** |
|  |  | Yes |  | No |  | Prefer not to say |
|  | If the gender you identify with is not the same as your sex registered at birth, please write in: |
|  |  |
|  |
| 1. **AGE**
 |
|  |
|  |  | 16-24 |  | 25-29 |  | 30-34 |  | 35-39 |  | 40-44 |  | 45-49 |
|  |
|  |  | 50-54 |  | 55-59 |  | 60-64 |  | 65+ |  | Prefer not to say |
|  |
| 1. **ETHNICITY**
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|  |
|  | **What is your ethnicity?**Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please select the appropriate box |
|  |  |
|  | **Asian or Asian British** |
|  |  | Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  | Prefer not to say |
|  | Any other Asian background, please write in: |
|  |  |
|  |  |
|  | **Black, African, Caribbean or Black British** |
|  |  | African |  | Caribbean |  | Prefer not to say |
|  | Any other Black, African or Caribbean background, please write in: |
|  |  |
|  |  |
|  | **Mixed or Multiple ethnic groups** |
|  |  | White and Black Caribbean |  | White and Black African |  | White and Asian |  | Prefer not to say |
|  | Any other Mixed or Multiple ethnic background, please write in: |
|  |  |
|  |  |
|  | **White** |
|  |  | English |  | Welsh |  | Scottish |  | Northern Irish |  | Irish |
|  |  |
|  |  | British |  | Gypsy or Irish Traveler |  | Prefer not to say |
|  | Any other Mixed or Multiple ethnic background, please write in: |
|  |  |
|  |  |
|  | **Other ethnic group** |
|  |  | Arab |  | Prefer not to say |
|  | Any other ethnic group, please write in: |
|  |  |
|  |  |
| 1. **SEXUAL ORIENTATION**
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|  |  |
|  | **What is your sexual orientation?** |
|  |  | Heterosexual |  | Gay |  | Lesbian |  | Bisexual |  | Asexual |  | Pansexual |
|  |  |
|  |  | Undecided |  | Prefer not to say |
|  | If you prefer to use your own identity, please write in: |
|  |  |

|  |  |
| --- | --- |
| **1** | **Academic history/qualifications, including languages:** |
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|  |  |
| --- | --- |
| **2** | **Employment history** (*please include dates and reasons for leaving in every case*)**:** |
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|  |  |
| --- | --- |
| **3** | **Hobbies/Interests:** |
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| --- | --- |
| **4** | **Record of trade union membership** |
|  |
| **5** | **Trade union offices held:** |
|  |

|  |  |
| --- | --- |
| **6** | **Tell us about your own experiences in…** |
| 1. **Recruitment, organising and recognition campaigns, with specific reference to experience of organising in remote or hybrid working models:**
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|  |
| **6** | 1. **Personal casework, including representation** **in internal processes:**
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| --- | --- |
| **6** | 1. **Matters related to equality issues:**
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|  |
| **6** | 1. **Working with groups of people and committees:**
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| --- | --- |
| **6** | 1. **Outline experience of policy and public affairs work.**
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| **6** | 1. **Detail any experience of leading teams.**
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| --- | --- |
| **6** | 1. **Producing leaflets and publicity material, including digital communications:**
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| --- | --- |
| **6** | 1. **Carrying out research and preparation of documentation:**
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|  |

|  |  |
| --- | --- |
| **6** | 1. **Digital skills:**
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| --- | --- |
| **7** | **Why are you interested in this post and in joining the NUJ?** |
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|  |  |
| --- | --- |
| **12** | **Referees** (*include current employer or last employer if you are not in employment*):**REFERENCES WILL ONLY BE TAKEN UP IF A CANDIDATE IS OFFERED THE POST.** |
| **a)** | Name: |  |
| Position: |  |
| Company/Organisation: |  |
| Email: |  |
| Mobile: |  |
| Relationship to you: |  |
| Is this your current employer? |  |
| **b)** | Name: |  |
| Position: |  |
| Company/Organisation: |  |
| Email: |  |
| Mobile: |  |
| Relationship to you: |  |
| Is this your current employer? |  |

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| --- |
| **CHECK LIST** |
| **1** | Completed Application Form  |  |
| **2** | Up-to-date CV |  |
| **3** | Covering email explaining why you feel that you satisfy the criteria for this role and would be able to demonstrate your suitability |  |
| **4** | Signed GDPR privacy notice |  |
| **5** | Send to Personnel@nuj.org.uk by **Noon, Tuesday 7 May 2024**  |  |