

IN GOOD
COMPANY



VACANCY July 2024

EXTERNAL

HOW TO APPLY

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

27 August 2024

National Union of
Journalists
Headland House
72 Acton Street
London WC1X 9NB

Personnel@nuj.org.uk
www.nuj.org.uk

The NUJ is an equal
opportunity employer.

PERMANENT

JOB DESCRIPTION

NATIONAL ORGANISER (BROADCASTING)

Based in the Head office of the **National Union of Journalists (NUJ)**, located in Central London, the National Organiser (Broadcasting) will head up the department dealing with broadcasting members within the union.

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

- Continuous **liaison** with and information-gathering from the union's broadcasting members, both collectively and individually, using the organisation of meetings, conferences, forums, emails, social media etc.
- **Recruiting and retaining** broadcasting journalists.
- **Planning** and **tailoring effective recruitment strategies**, working with lay reps and activists to **establish** and **organise** chapels in consultation with Broadcasting industrial council (BIC) and other organisations.
- **Negotiating** collective agreements and **representing** the interests of all broadcasting members, in co-operation with other organisers.
- 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 National Executive Council (NEC).
- **Servicing** of the union's elected Broadcasting Industrial Council and other committees, councils or group chapels as directed by the General Secretary – the National Organiser should work to identify issues facing broadcast journalist members, as they arise, and develop strategies and responses. Attending branch, chapel and other daytime or evening meetings where necessary.
- Lobbying and campaigning on key policy issues affecting broadcast Journalists in the private sector and throughout public service broadcasting.
- 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**:

- **Line management** of the BBC secondees and ensuring the efficient delivery of BBC secondee support across London and the Nations and Regions.
- Day-to-day initial authorisation of broadcasting membership **expenses** dealt with in accordance with the NUJ payment policy procedure and with full oversight of the Finance & Membership Manager

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

- **Trade Union Training**: Facilitating and tailoring TU training for broadcasting members via the union's central training programme.

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 broadcasting workers 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.

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- 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.
- Have the legal right to work in the UK.

Job Title: National Organiser (Broadcasting) | **Department:** Broadcasting | **Location:** London
Staff Chapel: NUJ Officials | **Grade:** National Organiser | **Contract Type:** Permanent | **Start Date:** ASAP
Salary: £60,239.74 | **London Weighting:** £4,000 | **Working Time:** Full-Time, 5 days a week, 35 hours a week (incl. of lunch, on a flexible basis to include weekends and/or evening work) | **Hybrid Working:** 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 business needs.