

## **POSITION DESCRIPTION**

### **RECRUITER NEWCASTLE AND NORTHERN BRANCH**

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#### **ORGANISATIONAL AND PURPOSE CONTEXT**

The Recruiter is member of a close-knit team of union officials responsible for growing the Union, educating and supporting our members and workplace Delegates and for protecting, enforcing and improving the workplace rights and entitlements of retail, fast food and warehouse workers in the Newcastle and Northern region.

The primary responsibilities of the Recruiter are to:

- Recruit new members and grow the Union.
- Encourage Delegates and members to be active in their workplace and participate in Union campaigns.
- Protect and win better workplace rights for all members.
- Educate workers and support them in enforcing their rights at work.
- Be a vocal advocate for industrial, economic and social issues in the interests of all members, including young workers, casuals, the low paid and women.
- Be a strong, fair and effective ambassador for the Union.

The Recruiter is required to demonstrate a strong and determined commitment to the principles of trade unionism with impeccable relationship, communication and interpersonal skills to grow the Union's voice.

#### **KEY SELECTION CRITERIA**

##### **Requirements:**

- Recruit new members in fast food, fashion chains, specialty retail, petrol, liquor and other targeted small non-union workplaces
- Demonstrated commitment to the Australian trade union movement
- Identify, develop, educate and support Delegates and activists to increase levels of membership in workplaces
- Identify organising and activism opportunities in the workplace and assist members and Delegates in the handling of such opportunities

- Establish, develop and maintain working relationships with all relevant stakeholders, including the community, workers, members, Delegates, Managers, HR and employers, to the benefit of our members
- Recognise industrial issues in the workplace, resolve if possible or refer to a SDA Organiser as appropriate
- Keep meticulous records of meetings, work, inductions, recruitment and outcomes achieved
- Understand and apply foundational knowledge of workplace rights, including Awards, Enterprise Agreements and relevant industrial laws which apply to members
- Demonstrated high literacy and oral communication skills
- Competently use apps, MS Office suite, email, websites and online databases for the purpose of communicating internally and externally

**The recruiter must have:**

- a high standard of work ethic and self-motivation
- be punctual
- strong inter-personal skills
- intellectual curiosity and a passion for the welfare and betterment of working people
- strong ability to connect with people and successfully encourage them to join a trade union or other non-profit organisation
- a RTA class C drivers licence

**RELEVANT POSITION INFORMATION**

The position is a salaried position which requires a flexible approach to working reasonable additional hours to respond to the needs of members who work weekends, evenings and public holidays.

**REPORTS TO**

Director of Organising

**DUTIES**

- Carry out the lawful and reasonable directions of the Secretary, Assistant Secretary and Director of Organising
- Recruit employees to join the Union and advise and encourage members to become active and participate in union campaigns
- Organise daily work activities in order to meet deadlines and prioritise tasks.
- Establish, develop and maintain relationships to enable you access to workplaces including but not limited to members, Delegates, managers, employers, etc.
- Attend inductions, crew meetings, new and refurbished store openings, and other workplace meetings where you can recruit new members
- Work with other Officials to bring about positive change and improve and protect members working conditions
- Advise members and Delegates of their rights and entitlements in respect of workplace grievances and support them to resolve matters collectively or individually, as appropriate
- Where necessary refer members to an organiser who will have a thorough knowledge of the relevant awards, agreements, legislation, acts, policies, codes of conduct and personnel procedures and follow-up to ensure member has the appropriate service from the union
- Participate in campaigns and other major activities

- Assist other Officials to coordinate members and Delegates in the negotiation of enterprise and workplace agreements
- Ensure accurate membership records are maintained for relevant areas
- Design and implement a workplace visits program, within parameters set by the Director of Organising
- Proactively suggest Union leaflets, posts and materials for recruitment purposes
- Organise the distribution of Union material
- Provide images, member stories and other social media material to Communications Officers regularly and as required by the Director of Organising
- Temporarily relieve other Officials who are on leave, within demonstrated skills and experience
- Attend school presentations from time to time as required by the Director of Organising
- Preparation of timely, accurate reports including weekly recruitment numbers, daily stores visits, issues and follow-up, referral and follow-up
- Keep accurate, meticulous and transparent financial records of receipts, expenses and motor vehicle records as required by the Secretary
- Attend staff meetings and official union events such as the annual Delegates dinner
- Maintain Union vehicles and assets in a clean and tidy state at all times

## **CONDUCT AND BEHAVIOUR**

Follow policies and procedures relating to WH&S, grievances, anti-discrimination, EEO, bullying and harassment and sexual harassment to ensure a positive and fair working environment.

- Be fair, honest and safe in all aspects of your work.
- At all times to deal with members sympathetically and politely.
- To work in a respectful, friendly and harmonious manner with fellow workers and colleagues across the Union.
- To be aware of and to comply with any policies and procedures provided, as updated from time to time.
- Ensure that all personal, social media and online interactions, comments and posts made during all working hours and outside of work, to the extent that they are reasonably connected with the employment relationship, do not harm the reputation of the Union, are an extension of Union values of fairness, human dignity and solidarity, and always support working people irrespective of their race, gender, sexuality, creed or other inherent characteristics.

## **INDUSTRIAL ACTION**

**Officials are not permitted to organise or encourage the taking of any industrial actions without the explicit authorisation of the Secretary.**