

POSITION DESCRIPTION

TITLE:	DIVISION ORGANISER
CLASSIFICATION:	NTEU LEVEL 5/6
LOCATION:	DIVISION OFFICE OR RELEVANT BRANCH OFFICE
RESPONSIBLE TO:	DIVISION SECRETARY
REPORTS TO:	SENIOR STATE ORGANISER or DIVISION SECRETARY

POSITION OBJECTIVE:

Under general/**broad** direction, and as part of a Division Organising and/or Industrial Team, take **full** responsibility for the completion of assigned organising, campaign, industrial and recruitment tasks, or projects. The position will work directly with Division Officers, the Division Council, Branch Officers, Branch Committees and relevant Branch, Division and National staff.

TYPICAL DUTIES:

1. **Propose, organise, and** undertake Division-wide and/or Branch-based recruitment and campaign activities.
2. **Team coordination and management of staff at a lower level where required (in which case the designation “Lead” will apply).**
3. **Develop**, maintain, manipulate, and modify member and non-member databases for recruitment, publication distribution and campaign purposes.
4. Write, produce, and distribute newsletters, campaign, and other material to members.
5. **Establish**, maintain and service Division-wide delegates’ and other activists’ networks, and prepare papers and information for delegates.
6. Provide the Division and Branches with campaign and recruitment support for Enterprise Bargaining, industrial disputes, and workplace issues.
7. **Develop and** deliver recruitment and campaign training.
8. Conduct research, prepare papers and reports on organising and campaign matters, and provide articles, information, and ideas for Union publications.
9. With support and advice from relevant Divisions or National staff, maintain and edit Division and (where necessary) Branch websites.
10. With support and advice, assist with industrial issues as required.
11. Other relevant duties as directed.

KEY RELATIONSHIPS:

Senior State Organiser (where applicable)

Division Council

Division Officers

Branch Presidents

Other Division staff