

Position	IEU Organiser
Role Designation	Officer
Reports to	Team Leader/ Organising Manager / Secretary
Approved	The Secretary
Approval Date	27 October 2026

Primary purpose

The Organiser is responsible for implementing, monitoring and reporting on strategies to recruit, organise, empower and retain union members at workplaces.

This position requires regular visits to educational workplaces and interacting with teachers and support staff. The role is responsible for addressing member enquiries and representing and supporting members in more complex employment matters.

The Organiser also supports the school-based Reps in building the Chapter in each workplace by recruiting members, building membership density and assisting members to address school-based issues collectively.

The role contributes to the formulation and the implementation of the union's industrial strategies and campaigns. The role also depends on collaboration and mutual respect, fostering positive and constructive relationships.

Key accountabilities include:

1. Visiting workplaces in the allocated area to:
 - a. enhance and maintain union presence while supporting school-based Reps /Committees to build the Chapter in each workplace
 - b. recruit and retain members
 - c. identify and collectively address Chapter issues and build workplace activism
 - d. explain and gain support for union campaigns
 - e. establish relationships with new and current members to facilitate engagement and commitment to the union.
2. Providing advice and supporting members with matters related to their ongoing employment (for example: Bullying & Harassment; Child Protection; Classification; Contract of Employment; Disciplinary; Discrimination; Leave; Restructure, Redundancy, Redeployments; Superannuation; Teacher Accreditation; Termination; Wage Claim; Work Health and Safety; Workers Compensation Return to Work; Workloads, Work Practices Agreements; Working With Children Check.)
3. Assisting with the development of strategies, including the mapping of priority sites, for the recruitment and retention of members.
4. Assisting with the development and implementation of campaigning in a group of schools or sector of membership.

5. Providing feedback to union colleagues and union leadership members' views about the direction and strategies of union campaigns.
6. Advocating on behalf of members: contacting employer authorities for resolution of disputes and/or attending meetings and representing members.
7. Keeping accurate digital file notes and records of contact/advice provided.
8. Assisting and/or providing support in enterprise bargaining for new or replacement enterprise agreements.
9. Participating in a Duty Officer roster for member contact/enquiry.
10. Building member engagement through increasing attendance at subbranch meetings and by working closely with subbranch committees and creating other forums as appropriate to engage groups of members in a region or sector of membership.
11. Attending and contributing to IEU Council meetings.
12. Attending and contributing IEU subbranch meetings and convening where required.
13. Maintaining appropriate records, reports and summaries of work completed such as individual member matters and workplace visits including notes on outcomes, opportunities and actions required.
14. On occasion, contributing to on-line and print publications or other union communications.
15. Providing mentoring to less experienced team members and work colleagues.
16. Representing the IEU on external committees and working parties, as required.

Key challenges

- Being “the face” of the union and key contact for members and potential members in workplaces in a discrete geographic or sectoral area.
- Providing IEU members with support and advice that is timely, accurate and relevant.
- Balancing expectations of IEU members against what is achievable.
- Maintaining regular workplace visits to ensure union presence, including travelling to and attending meetings held during meal breaks or outside standard working hours.
- Assisting members develop a foundational understanding of the key role of the union in enhancing and maintaining workplace rights and advocating for the sector more broadly professionally, politically and industrially.

Key relationships and role dimensions

Who	Why
IEU Members	Build strong workplace relationships; recruit and retain members; identify workplace issues; provide advice, support and representation; develop workplace leaders and activists; facilitate

	member engagement and participation in union campaigns and activities.
Organising Coordinator and IEU Colleagues	Contribute to the development and implementation of organising, industrial and campaigning strategies; share information and intelligence; collaborate on member matters and workplace campaigns; participate in team planning, professional development and continuous improvement activities.

Decision making

- Accountable to Organising Coordinator for delivery on assigned outcomes.
- Operate with degree of autonomy within the responsibilities of the role.

Reporting line

The position reports to the Organising Coordinator.

Direct Reports

The position has no direct line management responsibilities.

Essential requirements

In addition to demonstrating commitment to IEU values and objectives, the successful applicant will possess:

Qualifications and Experience

- Relevant qualifications and/or demonstrated experience in organising, industrial relations, employee relations, employment law, education, community advocacy or a related field.
- Experience building membership, engagement or participation in unions, professional associations, community organisations or campaigns.
- Experience representing, advocating for or supporting individuals in workplace or employment-related matters.

Knowledge and Skills

- Demonstrated ability to recruit, organise and mobilise members around workplace and sector issues.
- Sound knowledge of industrial relations principles, employment conditions and workplace rights, or the ability to rapidly acquire and apply such knowledge.
- Strong interpersonal, communication and relationship-building skills, including the ability to influence and engage diverse stakeholders.
- Demonstrated ability to facilitate meetings, deliver presentations and communicate effectively in both written and verbal forms.
- Well-developed problem-solving, negotiation and conflict-resolution skills.

- Ability to work independently, manage competing priorities and deliver outcomes in a field-based environment.
- Competence in maintaining accurate records and using databases, case management systems and digital communication tools.

Personal Attributes

- Initiative, resilience and sound professional judgement.
- Commitment to collective principles and member-led organising.
- Ability to work collaboratively and contribute positively to team outcomes.
- Adaptability and confidence when working in complex and changing environments.

Other Requirements

- Current unrestricted driver's licence and willingness to undertake regular travel throughout the allocated area.
- Capacity to work outside standard business hours when required to attend workplace meetings, member activities and union events.
- Has a current Working with Children Check or willingness to obtain
- Eligibility to work in Australia

All employees are required to take reasonable care for their own health and safety and that of others, comply with workplace policies and procedures, and participate in workplace health and safety initiatives.