

## **Union Services Officer (Global Solidarity)**

### **JOB PURPOSE:**

1. To coordinate and implement the Congress Global Solidarity Project 2008 to 2011..
2. To develop and provide high quality research and policy analysis to inform and effect policy change around Congress International Development agenda.
3. To raise awareness and enhance public perception about Trade Unions; to campaign and influence opinion to gain broad public support for the policies of the Movement.
4. To increase the impact of Congress in this area.

### **Relationships/**

**Reports to:** Global Solidarity Project Manager.

### **Special Relationships**

**With:** The Unions Services Officers  
The post holder will work closely with colleagues responsible for Congress International Development and Communications activities.

### **DUTIES AND RESPONSIBILITIES**

1. Contribute strategically and practically to the running of the operation of Congress.
2. Responsible for the coordination and implementation of the Global Solidarity Project 2008 - 2011.
3. Lead on the development of the analysis and policy in the area of International Development, defining the issues and options for campaigning, advocacy and influencing activity for Congress.
4. Monitor and analyse events at national and regional level relating to International Development and campaigning.
5. Devise strategies to support the achievement of organisational advocacy objectives on development-related issues and produce materials to influence outcomes.
6. Provide regular updates and briefing papers, action alerts, reports, articles, and other written materials for dissemination to affiliates key external targets and the media.
7. Write policy statements in conjunction with the Global Solidarity Project Manager.
8. Contribute strategically and support the delivery of Congress' communications activity including media relations and public campaigning.
9. Responsible for the development and maintenance of Congress' Global Solidarity website.
10. Represent Congress on committees and bodies as required.

11. Lead and support the work of designated committees including:
  - Congress Global Solidarity Committee
12. Build strategic alliances with appropriate partners to achieve organisational objectives.
13. Develop and maintain information sources.
14. Provide briefings and deliver training for constituent organisations and their members.
15. Contribute to planning and budgeting for the operation.
16. Identify opportunities to access funding to support activities.
17. Provide monthly, termly and annual reports on Global Solidarity and other activities and ensure that Congress are kept informed of all developments.
18. Contribute to effective teamwork.
19. Build effective relations with colleagues and departments across the organisation.
20. Undertake other tasks as directed by Congress

### Skills, Experience and Competencies

#### Essential

1.
  - Three to five years experience of project management including financial resource and activity management.
  - Proficient in the use of MS Office software.
  - Good understanding of the structures and working of the trade union movement
2.
  - Three to five years experience of planning, coordinating and implementing programmes and/or work activities.
  - Experience of writing proposals and accessing funding from statutory and public services and meeting reporting requirements.
  - Evaluation skills to assess effectiveness of initiatives.
  - Ability to work under pressure, to prioritise and meet deadlines.
  - Ability to work on own initiative and as part of a team.
  - Excellent interpersonal skills and the ability to lead and motivate others.
  - Excellent communications skills, particularly written and verbal communications skills.
  - Political sensitivity and judgement.
3.
  - Well developed understanding of international development issues with previous experience in a campaigning, communications or advocacy role for an NGO or trade union organisation.

**Job base:** Dublin, with some national and international travel.

**Salary Scale:** Executive Officer

This job description outlines the key duties and responsibilities for the post. Work will vary from period to period. Clear work objectives detailing the work to be undertaken will be set on an annual basis in full consultation and agreement with each member of staff.

**May 2008**