

Job description

# General Secretary

## Introduction

The Musicians' Union (MU) is the only trade union for musicians in the UK. It has a membership of about 31,000, a financial turnover of some £7 million, and a Balance Sheet value of about £15 million.

The General Secretary is the principal Official of the MU and the only Official elected by ballot vote of the entire membership. The procedure for nomination and the election process is set out in Rule VIII. Other Rules covering the activity of the General Secretary are contained in the Rule Book and may vary from time to time.

The General Secretary is responsible to the Executive Committee (EC) for all aspects of the operation, development and stability of the Musicians' Union and is bound by its Rules.

The General Secretary attends and administrates all meetings of the EC, and such other EC sub-committees as required. The General Secretary produces and presents reports, both written and verbal, concerning internal matters and all issues relating to the entertainment industry and music profession, and/or affecting the interests of the MU and its members.

The General Secretary is responsible for arranging Biennial Delegate Conferences, producing the EC's Report to Conference, ensuring that the EC considers Motions carried or remitted by Conference, and implementing its decisions.

The General Secretary is responsible for and supported by a staff of around 50, mainly based in London but also throughout the UK.

## Person Specification

The General Secretary should possess and/or demonstrate;

- excellent leadership skills, strong organisational ability, honesty, integrity and trust;
- excellent communication and interpersonal skills, including ability in negotiation, persuasion and representation, and in the writing and presentation of reports & submissions;

- both strategic and administrative planning skills, and the ability to apply and deliver MU objectives;
- the ability to act as an advocate for the MU in influencing industry employers, governments and the wider labour movement both nationally and internationally;
- knowledge of and sympathy with the aims of the trade union and labour movements;
- the ability to react quickly and responsibly to rapidly changing situations, often in a stressful environment;
- an appreciation of technological developments both in relation to the administration of the MU and within the music industry; and
- an understanding of copyright and performers' rights in the widest context.

## Responsibilities

### Leadership

- Maintain and promote the highest level of communication, co-operation,
- Promotion and representation of the Union, its members and aims
- Direct and liaise with the Secretariat to manage the MU and report on its activities and development
- Oversee and defend actions and activities which further the Union's aims and objectives and promote the Union's development.

### Strategy Development

- Formulate (in conjunction with the Secretariat and the EC) and create strategies to enhance the Union's operation and development
- Ensure the EC remains fully informed and apprised with appropriate information concerning developments in industrial, internal, political and international matters.

### Administration

- Retain direct responsibility to operate within the Union's Rules and the prevailing legislation in compliance with the decisions of the EC and Biennial Delegate Conference
- Maintain responsibility for MU employees.

### Negotiations

- Protect and promote the interests of MU members as chief negotiator

- Ensure that the appropriate negotiating strategy and tactics are adopted by MU Officials, reflecting the needs of members in both the short and long term

#### Public Relations & Communications

- Represent the MU at the highest levels in the professional, political and industrial arena
- Utilise excellent communication skills in representing and promoting the MU in the press and media
- Manage the Musician magazine Editorial Board, and other MU publications
- Prepare and present written and oral submissions on all matters affecting the MU and its members
- Encourage and/or initiate MU campaigns in the public or political arena.

#### Personnel

- Motivate employees and officers to maximise the service of the MU and the membership
- Ensure appropriate monitoring of performance and necessary training, deal with grievance and disciplinary matters in appropriate ways.

#### Statutory Returns

Ensure that all the MU's legal responsibilities are met, e.g. ballots, financial audits, etc.

#### Membership

- Innovate and improve membership benefits
- Establish and maintain targets for membership recruitment and retention.