Job description

Northern Ireland Regional Officer

(part time)

Job Title: Northern Ireland Regional Officer (part time 0.6 FTE)

Department: Scotland & Northern Ireland

Responsible To: Scotland & Northern Ireland Regional Organiser

Scale Point: 18 (pro rata)

## Purpose

* To provide a first point of contact for members and the wider industry in Northern Ireland.
* To assist in the delivery of the key Regional objectives as set by the Executive and Regional Committees.
* To develop and undertake initiatives, strategies and projects to maximise the recruitment and retention of members in Northern Ireland primarily, and Scotland where required.
* To deliver the Union’s services in Northern Ireland primarily, and Scotland where required.
* To provide a point of contact for members with the Union in Northern Ireland.
* To develop and enhance the presence of the Union in Northern Ireland.

## Main duties and responsibilities

* To identify areas within the sector to develop Union membership in Northern Ireland.
* To ensure the Union’s membership is fully developed in Northern Ireland.
* To respond to members’ enquiries made in writing, by telephone or in person.
* To offer members legal advice and assistance in conjunction with external solicitors.
* To advise members on their music related contracts with support from the relevant legal advisor.
* To undertake activity in order to develop and maintain contact with members and potential members.
* To arrange and deliver Regional events and seminars.
* To advocate for working musicians in a variety of settings.
* To support and represent members in disciplinary, capability, redundancy and other similar processes and meetings with employers and engagers.

**Regional Team**

* To contribute to the internal administrative operations within the regional office / team.
* To provide temporary cover for team members, as required.
* To undertake ad hoc projects as required.
* To undertake other such duties as may be reasonably required from time to time.

## Person Specification

**Essential**

* Candidate must be based in Northern Ireland.
* An understanding of the challenges and barriers faced by working musicians.
* An understanding of how professional musicians structure their careers within the context of the wider music industry including those who work in music education.
* An understanding of the political and trade union landscape as it relates to culture and the arts.
* An understanding of Equality, Diversity & Inclusion, and the barriers to members working in the Music Industry.
* The ability to provide advice and support to members across the range of regional services delivered to MU members.
* The ability to provide legal advice and assistance in conjunction with external solicitors.
* The ability to work well both within a team and individually.
* The ability to prioritise workload, multitasking to effectively meet deadlines.
* The ability to communicate clearly and concisely in person, by phone and by email.
* A commitment to the overall aims and objectives of the trade union movement.
* Ability to undertake travelling within the region, occasionally requiring overnight stays, and on a few occasions UK wide e.g. for staff training or Away Days.

**Desirable**

* An extensive network of contacts from across the cultural sector in Northern Ireland.
* An understanding of employment law.
* Knowledge and experience of member recruitment and retention in a trade union or membership services organisation (or similar).
* Extensive knowledge and experience of the music industry at national and local level.