

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.