

Job description

Wales & South West England Regional Officer (part time)

Updated Friday 05 June 2026

Job Title:	Wales & South West England Regional Officer (part time)
Department:	Wales & South West England Region
Responsible To:	WSWE Regional Organiser
Salary Scale:	18 (0.6 FTE) The role is part time, working pattern tba.

Purpose

- To assist in the delivery of the key regional objectives as set by the Executive and Regional Committees, and the Regional Organiser.
- To deliver the Union's services at Regional level with a key focus on member enquiries and casework.
- To develop and undertake initiatives, strategies and projects to maximise the recruitment and retention of members within the region.
- To provide a point of contact for members with the Union at Regional level.

Main duties and responsibilities

Working with Members

- To respond to members' enquiries made in writing, by telephone or in person and offer advice/guidance as appropriate.
- To offer members legal advice and assistance in conjunction with internal and 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, attend, and deliver events, workshops, and presentations.
- To support and represent members in disciplinary, capability, redundancy and other similar processes and meetings with employers and engagers.
- To help ensure the Union's membership is fully developed within the Wales and South West England Region.
- To undertake activity to advocate on behalf of members, the music industry, and the union's campaigns across the region.

Regional Team

- To contribute to the internal administrative operations within the regional office / team.
- To provide temporary cover for team members, including the Regional Organiser, 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

- 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.
- A basic understanding of key legal issues that might affect musicians.
- Knowledge of the music industry at national and local level.
- An understanding of Equality, Diversity & Inclusion, and the barriers to members working in the Music Industry.
- Excellent interpersonal, communication and organisational skills, with the ability to explain complex or legal issues clearly and sensitively.
- High levels of integrity, discretion and professionalism, with the ability to handle sensitive and confidential matters including disputes / conflict appropriately.

- An ability to prioritise and manage a varied workload, working autonomously while meeting deadlines and maintaining accuracy.
- An ability to work well individually and within a team, successfully collaborating with colleagues across departments when necessary.
- A commitment to the overall aims and objectives of the trade union movement.
- Candidate must be based in the Wales & South West England region.
- Ability to undertake travel within the region, occasionally requiring overnight stays, and on a few occasions UK wide e.g. for staff training or Away Days.

Desirable

- Fluency in written and spoken Welsh.
- An ability to engage on policy and political issues.
- An ability to deliver public presentations and training.
- An understanding of policy issues across the creative industries.
- Experience of supporting others with employment issues.
- An understanding of the legal system and contract/employment law.
- An understanding of music industry processes in areas such as rights and royalties.
- An understanding of how professional musicians structure their careers within the context of the wider music industry including those who work in music education.
- Knowledge and experience of member recruitment and retention in a trade union or membership services organisation (or similar).
- Holds a full and valid UK driving licence.