



JOB DESCRIPTION

Job Title	Senior Section Assistant Dockers (C3)
Department	Maritime – Dockers
Reports to	Dockers Coordinator
Direct reports(if any)	NA
<p>Main Job Purpose</p> <p>To support the processes essential for the delivery of the Dockers Section priorities, including responsibility for managing working groups, preparation for meetings and chairing meetings, research and data analysis and deputising for the Dockers Coordinator.</p>	
<p>Main Responsibilities</p> <ul style="list-style-type: none"> • Responsible for collating and managing information/data, and provides in-depth corporate analysis to support sections priorities, campaigns and projects • Liaises with Communications team/person responsible for Dockers social media output • Responsible for the coordination of communications between the Dockers Section and other SRDs, ETF and ITF affiliates, including the ITF inspectorate • Responsible for cross-section liaison to strengthen the linkage between ITF Maritime Campaigns • Responsible for drafting briefings, reports and other documentation as required • Researches, organises and prepares documentation for Dockers Section committee meetings, working group meetings and regional meetings. • Responsible for preparing circulars, updates and speaker notes to inform affiliates of the sections' achievements and developments in the industry. • Responsible for developing dissemination plans based on the outcomes of meetings. • Represents the ITF including making presentations, to internal and external audiences as required • Provides support to the sections implementation of the respective work plans as required • Responsible for managing requests for solidarity support from unions/affiliates. • Participates in maritime projects and campaigns as required and may assist other sections where necessary. • Deputises for the Dockers Coordinator as required 	
<p>Decisions</p> <ul style="list-style-type: none"> • Make quick but informed decisions to requests for solidarity support including liaising with the Section Coordinator, other sections of the ITF, affiliates and external parties. This role would also lead on the follow-up activities if required. • Work independently and make day to day decisions in the Coordinators absence. • Make decisions on what, how and to whom information should be circulated, including adhering to any guidelines on risk assessment, and managing politically sensitive and confidential information in consultation with the Section Coordinator and other departments. 	



- Understand where to go to source complex company information, analyse and break it down into clear language.

Complexity

- Tact and diplomacy to handle different opinions of affiliates
- Source and digest a large amount of information from different places and be able to identify and prioritise the most important issues for the job in hand.
- Communicate complex scenarios simply and to a wide variety of audiences (both internal and external) through a number of platforms including verbally, in writing and through social media.
- The post holder must be familiar with corporate research and be able to produce corporate profiles, interrogate annual reports and financial accounts, explain them and identify weaknesses.
- The post holder must be able to react quickly to urgent requests for solidarity support from affiliates, ensuring the relevant information is obtained; clarifying positions in the event it involves more than one affiliate and/or social partner; ensuring the criteria is met for ITF intervention, carrying out risk assessment, drafting letters of support and other relevant documentation, proposing recommendations for follow-up to the Dockers Coordinator and liaising with other SRD's in the delivery where appropriate. They must also be able to manage a number of cases simultaneously and meet tight deadlines whilst managing her/his other workload.

Contacts

- Written communications e.g. letters and other documentation to advocate for affiliates, directed at companies, governments and other bodies
- Preparation of reports, briefings and corporate profiles to facilitate internal decision-making in campaigns and project development. Ability to present these findings to a variety of audiences as deemed necessary.
- Interpersonal and communications skills for face to face and written communications with teams within the ITF, ITF inspectorate, affiliates, and external audiences as deemed necessary to the promote issues they work on.
- Build links with external researchers including academics and institutions as deemed necessary.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent	
Knowledge, experience and technical skills	<p>Proven maritime industry knowledge</p> <p>Solid understanding of social media</p> <p>Experience either in the trade union movement or in a social movement context.</p> <p>Knowledge of the role and work of trade unions.</p> <p>Excellent research, analytical and problem-solving skills.</p> <p>Excellent communication (including drafting) skills.</p> <p>Fluent written and spoken English.</p> <p>Strong awareness of the demands of operating in an international environment and cultural sensitivity.</p> <p>IT literate, working knowledge of Word, Excel and PowerPoint at intermediate level.</p>	<p>Use of social media</p> <p>Knowledge of other languages</p>
Personal attributes/skills	<p>Demonstrable commitment to trade union values.</p> <p>Ability at all times to exercise discretion, judgement and diplomacy.</p> <p>Ability to take the initiative and work independently but knows when to seek advice.</p> <p>Ability to prioritise, self-motivate, work to and meet deadlines.</p> <p>Commitment to ongoing learning and personal development.</p> <p>Ability to work collaboratively and as part of a team</p>	<p>An innovative, practical approach and ideas</p>
Practical requirements e.g. hours, requirement to travel	<p>Ability to undertake international travel, as required</p> <p>Ability to work flexibly, including working out of office hours, as required</p>	

