



JOB DESCRIPTION

Job Title	Seafarers and Inland Navigation Section Assistant (C1)
Department	Maritime – Seafarers and Inland Navigation
Reports to	Seafarers and Inland Navigation Assistant Coordinator
Direct reports(if any)	NA
<p>Background <i>(Please give details of changes which have occurred since the previous job description/most recent grading. If this is a new job, please describe why the job has been created and how it relates to the work of the section, department and organization)</i></p> <p><i>Refer to Maritime Review Document version 12 (attached)</i></p>	
<p>Main Job Purpose</p> <p>To support the delivery of the section’s priorities through:</p> <ul style="list-style-type: none"> • Researching, data collating and analysing • Drafting relevant section documents • Managing solidarity support as required under the direction of the Seafarers and Inland Navigation Coordinator and Seafarers and Inland Navigation Assistant Coordinator 	
<p>Main Responsibilities</p> <ul style="list-style-type: none"> • Collates and manages information/data, and provides analysis to support sections priorities, campaigns and projects • Assists with the coordination of communications between the Seafarers and Inland Navigation Sections and other SRDs, ETF and ITF affiliates, including the ITF inspectorate • Assists on activities to strengthen the linkage between ITF Maritime Campaigns • Assists with drafting briefings, reports and other documentation as required • Assists with the preparation for, and organisation of meetings • Prepares circulars, updates and speaker notes to inform affiliates of the sections’ achievements and developments in the industry and develops dissemination plan for the information • Promotes the work of the sections, including making presentations, to internal and external audiences as required • Provides support to the sections implementation of the respective work plans as required • Manages requests for solidarity support from unions by: 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 Seafarers and Inland Navigation Coordinator and action as and if appropriate, liaising with other SRDs in the delivery where appropriate, under the direction of the Seafarers and Inland Navigation Assistant Coordinator 	
<p>Decision <i>This section should give two or three examples of the key decisions which have to be made as a regular feature of the job, the timeframes involved and the amount of guidance available (e.g. from written sources, managers)</i></p>	



- Make quick but informed decisions on the appropriate responses to requests for affiliate support, which other parts of the ITF, affiliates and external parties should be involved, and make a recommendation to the Section Coordinator and Assistant Coordinator on action that is needed. This role would also lead on the follow-up activities if required.
- Make judgements 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 simple language.

Complexity

This section should give two or three examples of the mental demands involved in the job – i.e. degree of complexity and diversity of tasks, the range of skills required and the frequency and suddenness of changes to which the jobholder has to adapt.

- 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 support from affiliates, manage a number of cases simultaneously and meet tight deadlines while at the same time managing their workload.

Contacts

This section should give examples of the requirement to use written or oral interpersonal and communication skills, the intended outcomes, the difficulty, sensitivity and contentiousness of the issues and the level and frequency of the contact inside or outside ITF.

- 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	Proven maritime industry knowledge
Knowledge, experience and technical skills	<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 analytical and problem solving skills.</p> <p>Able to digest large amounts of information, identify and summarise key issues, and explain complex information concisely.</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>Basic research skills</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>	An innovative, practical approach and ideas
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>	



--	--	--