



JOB DESCRIPTION

Job Title	Seafarers and Inland Navigation Assistant Coordinator (B2)
Department	Maritime – Seafarers and Inland Navigation
Reports to	Seafarers and Inland Navigation Coordinator
Direct Reports	Section Lead Campaigner Section Assistant

Main Job Purpose

To support and advance union power for seafarers and inland navigation workers through:

- Drafting and supporting the implementation of strategic work programmes for the sections at the direction of the Seafarers and Inland Navigation Coordinator, the Maritime Coordinator and Sections' governing bodies.
- Implementing and monitoring section activities.
- Supporting the management of section strategies to maximise external influence and internal cooperation with other SRDs

Main Responsibilities

Section and Project Development and Implementation

- Deputise for the Seafarers and Inland Navigation Coordinator.
- Lead on the drafting of the sections work programme and projects
- Draft and implement sectoral activities and projects as required by the Seafarers and Inland Navigation Coordinator including the integration in other cross sectoral and departmental global campaigns where appropriate
- Support the development of robust project capacity both internally and within a network of section affiliates
- Manage project planning in conjunction with affiliates, and both London and regional teams including ETF
- Collaborate with other key stakeholders under the direction of the Seafarers and Inland Navigation Coordinator
- Communicate with SRDs, ETF, ITF affiliates including ITF Inspectorate on the work programme
- Formulate and manage the implementation of section work plans that reflects global strategic directions and priorities in the sections
- Establish and maintain external relationships with industry relevant organisations
- Represent ITF to external organisations under the direction of the Seafarers and Inland Navigation Coordinator and Maritime Coordinator
- Collaborate with the Maritime team and work on designated projects where appropriate

Staff and resources Management

- Effectively line manage the Section Lead Campaigner and Section Assistant
- Assist with managing the planning and budgeting for the sections.
- Support and foster a culture of open communication between employees and senior management to enhance employee engagement with ITF, its mission and values



Other

- Any and all duties commensurate with the grade of the post as directed by the Seafarers and Inland Navigation and Maritime Coordinators to meet the needs of the organisation

Decisions

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)

- Assist the Section Coordinator with the drafting of the Section's work plans and budgets, coordinate with SRDs to align cross-sectional project activities and report to the Section Coordinator on progress on the Section's activities and campaigns with particular focus on challenges that would need to be addressed
- Assist with the implementation of the allocation of resources (financial and human) to the Section's work plan's tasks
- Assist with the management of the Team to ensure the implementation of the Section's projects / activities
- Support the Section Coordinator with the operational running of the Section's governance meetings and support to the Section Chair

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 the affiliates and ability to recommend to the Section Coordinator a way forward to a consensual position on delivery of the tasks of the Section's work plan
- Analytical and solution-orientated to provide the Section Coordinator with relevant information regarding the international maritime industry trends that would impact on seafarers wage and working conditions internationally, regionally and/or nationally
- Provide support to the Section Coordinator with international negotiations on working conditions and regulations when applicable with the ability to provide solutions to complex issues that will advance ITF affiliates position.

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.

- Establish contacts with key stakeholders in the maritime industry i.e. major shipping companies, Flag State authorities, Port State Control, international regulatory bodies/agencies with the ability to promote the ITF vision and create alliances conducive to achieve the ITF objectives
- Communication with government officials and other relevant Global Union Federations on individual issues/cases and or the establishment of framework agreements/MOUs that supports seafarers and the FoC/PoC campaign objectives
- Ability to cooperate and communicate with the SRDs on the implementation of common campaigns and cross-sectional projects



Other important requirements of the job not covered above e.g. requirement to communicate in a language other than English

- Although not essential it would be an advantage to be able to communicate the Section's objectives and the ITF's overarching vision to a wider group that do not necessarily understand maritime i.e. journalist, civil society organisations, environmental organisations



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent	Relevant university degree; or equivalent qualification or experience
Knowledge, experience and technical skills	<p>Significant experience of effective management, including developing and managing the successful implementation of key organisational strategies within a national trade union or in a social movements context</p> <p>Demonstrable high level of understanding of global and technical issues that impact on seafarers and inland navigation workers</p> <p>Proven experience in drafting, implementing and managing strategic work programmes</p> <p>Experience of motivating and managing people, demonstrating an appropriate balance between empowerment, being supportive and assertiveness to drive a high achievement culture</p> <p>Excellent communication skills – including fluency in English, and strong presenting, advocacy, debating and report writing skills</p> <p>Ability to use Microsoft Office packages, including Word, Excel, PowerPoint, email, internet and diary software to an intermediate level</p>	<p>International trade union experience</p> <p>Proven experience of working with NGOs</p> <p>Experience in policy work</p>
Personal attributes/skills	<p>Ability to think strategically, interpret and analyse complex issues from both qualitative and quantitative data with speed and accuracy, and communicate them effectively and credibly to different audiences</p> <p>Highly skilled at building effective working relationships with colleagues and stakeholders both inside and outside the organisation</p> <p>Ability to build effective relationships with affiliates and demonstrate political awareness</p> <p>Exceptional attention to detail and ability to work simultaneously on multiple priorities</p>	Fluency in a second language



	<p>Able to motivate staff, set clear expectations around performance, identify clear measures for progress, and tackle poor performance promptly</p> <p>Ability to exercise initiative, discretion, and judgement</p> <p>Sound financial management and risk management skills</p> <p>Sound research skills and proven experience in analysing strategic research to support campaigns</p> <p>Able to challenge constructively, influence stakeholders and drive change</p> <p>Ability to work under pressure and work effectively in a crisis</p> <p>Ability to plan and lead projects following tight deadlines</p> <p>Ability to work collaboratively and as part of a team</p> <p>High ethical standards, methodical and diligent, whilst keeping in mind the values and objectives of the organisation</p> <p>Proactively identifies opportunities and challenges. Contributes ideas for solutions; and works to understand how to create positive change</p> <p>Ability to maintain resilience and a positive outlook</p> <p>Respects and values equality and diversity and has an understanding of how to support this in operational activity</p> <p>Commitment to social justice and trade union values</p>	
<p>Practical requirements e.g. hours, requirement to travel</p>	<p>Ability to undertake international travel, as required</p> <p>Ability to work flexibly, including working out of office hours, as required</p>	