



JOB DESCRIPTION

Job Title	Seafarers and Inland Navigation Section Lead Campaigner (C3)
Department	Maritime – Seafarers and Inland Navigation
Reports to	Seafarers and Inland Navigation Assistant Coordinator
Direct reports(if any)	NA

Background
(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)

Refer to Maritime Review Document version 12 (attached)

Main Job Purpose

To support and advance campaigns and projects for seafarers and inland navigation workers through:

- Assisting the Coordinator and Assistant Coordinator in the delivery and implementation of the sections' work program
- Planning and budgeting agreed section campaigns and projects.
- Managing, implementing and monitoring section campaigns and projects components.
- Supporting the Coordinator and Assistant Coordinator in preparing for section meetings and conferences.
- Supporting the delivery of the sections priorities to maximise external influence and internal cooperation with other SRDs.

Main Responsibilities

Campaign and Project Development and Implementation

- Manage campaign/project components under the direction of the Seafarers and Inland Navigation Coordinator and ensure regular updates are provided to the Seafarers and Inland Navigation Assistant Coordinator and Seafarers and Inland Navigation Coordinator as appropriate
- Plan and budget campaigns/projects including the necessary research, monitoring and evaluation process
- Coordinate and liaise with internal research and external research to ensure relevant mapping, studies and resources for the delivery of sections campaigns and projects i.e.: corporate research including preparing corporate profiles, financial analysis and mapping of company operations and behaviours as well as workforce statistics and subjects of interest as identified
- Ensure ongoing coordination of communications between the Seafarers and Inland Navigation Sections and other SRDs, ETF and relevant ITF affiliates, including the ITF inspectorate
- Draft campaign briefings, reports and other documentation as required
- Prepare and promote campaign and project material in cooperation with the Communications Department as required, including making presentations to internal and external audiences when requested by the Seafarers and Inland Navigation Assistant Coordinator or Seafarers and Inland Navigation Coordinator
- Develop a network of contacts with key stakeholders that are relevant to the campaigns and projects
- Assist with the development and drafting of policies or other document as required by the Seafarers and Inland Navigation Coordinator
- Provide support on technical matters on campaigns and projects to ETF and the regional offices



- Provide support in the implementation of the FoC Campaign and other maritime campaigns as required
- Represent the ITF and contribute to external industry and/or intergovernmental meetings/events under the direction of the Seafarers and Inland Navigation Coordinator.
- Provide the Seafarers and Inland Navigation Assistant Coordinator with potential campaigns and projects based on the sections work programme
- Provide the Seafarers and Inland Navigation Coordinator with a detailed work plan and budget requirements on agreed campaigns and projects that form part of the overall sections' work plans.

Other

- Support and foster a culture of open communication between staff and affiliates involved with campaigns and projects to enhance engagement with ITF, its mission and values
- Any and all duties commensurate with the grade of the post as directed by the Seafarers and Inland Navigation Assistant Coordinator or Section Coordinator 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)

- Propose and draft campaign plans based on the Section's work plan in consultation with the Section Coordinator and Assistant Coordinator
- Identify activities with key affiliates, and the level of involvement and coordination required by the Section.
- Identify necessary research needed in collaboration with the Research Department to provide research for campaigns

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 identify the different positions to make recommendations to the Section Coordinator and Assistant Coordinator
- Analytical to map companies, affiliates and other relevant organisations that are key to the delivery of the Section's activities
- Assist affiliates when requested with local negotiations under the guidance of the Section Coordinator and Assistant Coordinator

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. shipping companies, Flag State authorities, Port State Control, international regulatory bodies/agencies with the ability to promote the ITF vision and create regional alliances conducive to achieve the ITF objectives



- Communication with affiliates and upon their request governments officials on individual issues/cases and or the establishment of local agreements/MOUs that supports seafarers and the FoC/PoC campaign objectives
- Ability to cooperate and communicate with the SRDs to implement 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. journalists, civil society organisations, environmental organisations



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent	Research qualification
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>Strong research, including corporate research skills, and the ability to understand financial reports.</p> <p>Involvement in a campaign directed at changing the policies of a major company at the national, regional or global level.</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>Ability to produce corporate profiles and provide analysis of company accounts.</p> <p>Knowledge on how to create a campaign/project structure including risk assessment and budgeting process to fund it</p> <p>Up to date working knowledge of the port and maritime industries.</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. High ethical standards, methodical and diligent, whilst keeping in mind the values and objectives of the organisation</p>	<p>An innovative, practical approach and ideas</p>



	Ability to work collaboratively and as part of a team	
Practical requirements e.g. hours, requirement to travel	Ability to undertake international travel, as required Ability to work flexibly, including working out of office hours, as required	