



JOB DESCRIPTION

Job Title	Senior Section Assistant – Civil Aviation and Tourism Services (C3)
Department	Civil Aviation and Tourism Services Section
Reports to	Secretary of the Civil Aviation and Tourism Services Section
Direct reports(if any)	None
Other management responsibilities e.g. value of budgets/assets managed, external resources/contractors	N/A
Main Job Purpose	
<ul style="list-style-type: none"> • Under the direction of the Secretary of the Civil Aviation and Tourism Services Section this role will be responsible for developing, implementing and monitoring programmes of work in order to support Section goals and targets and ensure that the Section achieves the objectives that have been agreed. • Assist in the development of strategic plans within the Civil Aviation and Tourism Services Section in line with general ITF policy and Sections goals and targets. 	
Main Responsibilities	
<ul style="list-style-type: none"> • Responsible for developing, delivering and monitoring identified programmes of work within the Civil Aviation and Tourism Services Section in line with ITF and Section policies. • Responsible for undertaking research and analysing data to support activities such as campaigns and projects which are identified as Section priorities. • Develop plans and prepare documentation for meetings and programmes/campaigns and projects in line with Section Policy, as well as news online for Sections which includes websites and ITF publications. • Interpret and analyse information provided by affiliates and external organisations, and assist in the preparation of appropriate responses from the Section. • Assist in the planning, development and implementation of strategic campaigns, including their global, regional, sub-regional and national strategies and coordinate preparations as appropriate. • Develop and manage Union Building projects which are led or assisted by the Civil Aviation and Tourism Services Section, in collaboration with the Union Building Team. • Assist in the development and delivery of education programmes to affiliates to support the overall section activities, including industrial campaigns and organising activities. • Develop and maintain databases and other tools for internal and external use, promoting them and developing training programmes for affiliates on these tools to facilitate the effective overall management of activities such as campaigns and organising projects. • Assist with the preparation of the annual work plans and budgets for the Civil Aviation and Tourism Services Section and monitor the implementation of these, ensuring in particular that budgetary targets are met and that the Sections attain their objectives as efficiently as possible. The Secretary of the Civil Aviation and Tourism Services Section has overall and final responsibility for the budget. • Support both the Secretary and Assistant Secretary of the Civil Aviation and Tourism Services Section as required including in meetings, forums or conferences. Represent the Sections and ITF in any conferences or with any external organisations as agreed. • Responsible when managing a project/activity/campaign for reporting to the Secretary of the Civil Aviation and Tourism Services Section, and other interested parties within the ITF as relevant, on all matters relating to the project/activity/campaign. • Inform the section of information, developments and political issues that may have implications for the Civil Aviation and Tourism Services and ITF in general. • Coordinate and deliver support for cross-sectional activities as appropriate. 	



Decisions

- Propose the Section Secretary developing opportunities for existing/new projects with key affiliates
- Propose strategies and implementation in organising, in partnership with the participating affiliate(s) globally
- Decide on when and how to publish ITF content via official blog/social media channels after proper consultation.
- Propose communications plans for ITF campaigns, organising projects and solidarity work.
- Commission (under guidance) campaign branding, films and other campaign output as required.

Complexity

- Support strategic decision-making drawing on a wide range of information and experience.
- Use of analytical and metrics-oriented processes with an ability to conduct thorough research and plan effectively using relevant data.
- Take accountability for the day-to-day direction of many aspects of a project with the ability to make decisions to direct the project course as necessary.
- Evaluating risks and remedial actions, which are needed to ensure project(s) remain viable and successful.
- Report writing for section and external meetings for approval by the Section Secretary or Chair.

Contacts

- Narrative and financial reports for relevant decision-making bodies including constitutional and non-constitutional entities within ITF structures.
- Face to face and written stakeholder communications ranging from shop floor activist to general secretary level.
- Affiliates, employers and community stakeholders to secure the active interests of ITF's aims and objectives.
- Interpersonal and communication skills with a range of stakeholders to resolve project-related issues

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

The activities of the Sections are conducted in English but knowledge of other languages is an advantage.

Some international travel will be required.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	<ul style="list-style-type: none"> • Relevant trade union experience 	<ul style="list-style-type: none"> • Graduate level education
Knowledge, experience and technical skills	<ul style="list-style-type: none"> • IT competency at minimum intermediate standard in Word, Excel, PowerPoint, Project Databases • A good knowledge of the relevant industries and related trade union structures worldwide • Good knowledge of programme/project management methodology and implementation • Good knowledge of organising and campaigns methodology backed up with field experience. 	<ul style="list-style-type: none"> • Good knowledge of the structure and functioning of the ITF and the Civil Aviation and Tourism Services Section; its activities and policies • Knowledge of Global Union Federations (GUFs) and other International Organisations • Knowledge of or experience in the aviation industry
Personal attributes/skills	<ul style="list-style-type: none"> • A firm commitment to progress the causes of trade unionism • Political and presentation skills with an appreciation of the demands of conflicting interests • Sound leadership skills with the ability to obtain buy-in • Good communication skills both written and oral in English. • Sound strategic planning, analytical and problem solving skills • Strong negotiation skills • Sound organisational skills and the ability to work under pressure • Readiness to acquire new skills, knowledge and experiences in a multi-cultural working environment • The ability at all times to exercise discretion, diplomacy, judgement and initiative 	<ul style="list-style-type: none"> • Knowledge of another official language of the ITF would be an advantage.
Practical requirements e.g. hours, requirement to travel	<ul style="list-style-type: none"> • Ability to undertake international travel, as required • Ability to work flexibly, including working out of office hours, as required 	