

JOB DESCRIPTION

INDUSTRIAL SECRETARY (LONDON)

Based in the London Head office of the **National Union of Journalists (NUJ)**, located in Kings Cross, this Industrial Secretarial role will primarily provide secretarial and administrative support to the London based officials and NUJ sectorial members.

Reporting to the Head of Personnel & Administration, this role has the following responsibilities:

- First point of contact for members wishing to engage in dialogue with NUJ officials based in London.
- Screening calls and emails to ensure that initial information is gathered and recorded to a point where it is possible to decide on the urgency and appropriate course of action relevant to the situation.
- Requesting supporting documentation and any other relevant information that might be necessary to expedite the assistance that might be provided.
- Sign-posting members to their local workplace representatives and branch officials.
- Proactively organise the logistics for officials to attend internal and external meetings, conferences, forums etc.
- Diarising advanced, fixed event dates as soon as they are advertised.
- Liaising with external parties in order to gain consensus on mutually agreeable dates to meet.
- Booking travel in advance as to ensure the maximum reduction in fare.
- Coordinate with other administrative staff where there is a need for multiple staff travel arrangements.
- Support the officials with their recruiting and retention efforts.
- In liaison with the departmental officials and the legal department, administrate ballot processes, ensuring that timescales and procedures are properly adhered to.
- Establish and maintain clear lines of communication with local activists, chapels, branches, lay representatives, committees, and councils to achieve a good working relationship and free flow of information.
- Update the union database with information relating members, chapels, and branches, when received, where necessary, in liaison with the membership officer,
- Ensure that all new representatives (reps) undertake trade union training at the earliest opportunity and record their attendance.
- Provide administrative support to servicing officers, based in London and in other NUJ offices, as directed.
- Call for items that are to be included in meeting packs.
- In conjunction with the officials, draw up meeting agendas.
- Put together and distribute meeting packs to be sent to all attendees, in accordance with standing orders.
- Provide the administrative staff member, tasked with dealing with the matters of the National Executive Committee (NEC), with minutes to be submitted to the upcoming NEC and NUJ website,
- Undertaking general typing and maintaining accurate electronic and paper filing systems.
- Taking minutes, audio, and touch typing.
- Assisting officials and members with travel arrangements, including booking trains, planes, and accommodation, as requested, and required.
- Liaise with and remotely assist, as and when required, the other NUJ administrative staff based in the Northern & Midlands, Scottish and Irish locations, in order to promote and provide a streamlined, barrierless team focused support structure.
- Undertake other duties, as directed by the Head of Personnel & Administration.
- Provide morning cover for reception between 08:30 and 10:00 and 1 hour lunch, once a week.
- This role will have specific responsibility for providing leave and sickness cover for the other Industrial Secretary (London)

PERSON SPECIFICATION

Proficient in the use of MS Office applications, including Word, Excel, Teams, PowerPoint, Outlook, Forms etc. | Day-to-day use of a modern database, Survey Monkey and text messaging services | Fast and accurate touch typing | Exceptional customer service skills and focus | Unflappable and sympathetic when faced with members in distressing situations | An excellent telephone manner | Handling confidential information and difficult situations with calm and diplomacy | An understanding of equality matters | Effortless organisational skills | Diary and travel management | Minute taking, shorthand and audio | Experience of working in a membership or customer facing organisation | A good understanding of the implications of the Data Protection Regulation 2018 on the role | SharePoint and Dropbox preferred, but not essential | Basic employment law | Health & Safety | General Data Protection Regulation | Reconciliation of basic office accounts | Discretion | A proactive approach to the working day | professional, friendly and team oriented when dealing with colleagues and members alike | Initiative and self-motivation | A desire to get involved | An interest in trade unions and their aims | Happy to work day-to-day in a busy team with all hands-on deck.

IN GOOD
COMPANY

NUJ
NATIONAL UNION
OF
JOURNALISTS

Vacancy 2024

Job Title: Industrial Secretary (London)
Department: Administration
Location: London
Staff Group: GMB
Grade: 5
Reports to: Head of Personnel & Administration
Contract Type: Permanent
Start Date: ASAP
Salary: £33,408.88
LW: £4,000.00
Working Time: Full-Time, 5/days wk., 32.5/hrs wk., 6.5 hrs a day
Hybrid Working: Min. 3 office-based / 2 WFH (up to 5 days office, if required)

How to apply

Send Personnel@nuj.org.uk

- Complete the application form
- Sign the GDPR notification
- Return before close of application date

Close of application:
Noon, 2nd September 2024

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Journalists
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www.nuj.org.uk

The NUJ is an equal
opportunity employer.

August 2024