

District Secretary

Role Description

Role Purpose

The District Secretary is the lead officer for Dorset NEU, responsible for coordinating the overall functioning of the district. The role ensures effective governance, communication, organisation and representation, supporting members, officers and reps across Dorset. The District Secretary provides leadership, ensures district business is carried out efficiently, and acts as the primary point of contact between Dorset NEU, the Regional Office and NEU National.

Key Responsibilities

1. Strategic Leadership & Coordination

- Provide leadership in planning and delivering Dorset NEU's annual programme of meetings, campaigns, organising work and member support.
- Ensure district decisions are implemented and Dorset NEU operates within NEU rules and democratic processes.
- Support the development of district priorities and long-term organising aims.

2. Communication & Administration

- Oversee district communications, ensuring members are kept informed about meetings, campaigns, events and key updates.
- Work closely with the Communications Secretary, Social Media Officer and Press & Media Officer to ensure consistent messaging.
- Coordinate the production and circulation of agendas, minutes and meeting documentation.
- Maintain positive communication with workplace reps, members and external partners.

3. Meetings & Governance

- Convene and chair (or co-chair) district meetings, the AGM and any necessary sub-groups, unless delegated.
- Ensure that district governance processes, elections and officer roles are managed correctly.
- Keep accurate records of decisions, actions and district proceedings in collaboration with the Minuting Secretary.

4. Support for Officers, Reps & Members

- Provide guidance and coordination for district officers to ensure roles are carried out effectively.
- Support workplace reps by ensuring they have access to information, training and Dorset NEU support.
- Respond to general member enquiries and signpost to regional NEU staff where needed (particularly for casework or specialist support).

5. Liaison With Regional & National NEU

- Act as the key link between Dorset NEU and the NEU Regional Office.
- Ensure Dorset NEU remains aligned with national campaigns, policies and priorities.
- Represent Dorset NEU at regional or national NEU meetings, briefings and networks where appropriate.

6. Oversight of Campaigns & Organising

- Work with the Campaigns Officer, Organising Officer and Membership Secretary to coordinate recruitment, engagement and campaigning activity.
- Ensure district campaigns reflect local member concerns and are effectively communicated and supported.

7. Problem-Solving & Decision-Making

- Support officers and reps in resolving district-level or structural challenges.
- Ensure issues raised by members or reps are appropriately escalated where required.

Skills & Attributes

- Strong organisational and leadership skills.
- Excellent communication and relationship-building abilities.
- Understanding of NEU structures, values and democratic processes (or willingness to develop this).
- Confidence in coordinating meetings, delegating tasks and supporting a team of officers.
- Ability to manage competing priorities and maintain a calm, professional approach.
- Commitment to fairness, inclusion and union values.

Time Commitment

- Regular attendance at Dorset NEU district meetings.
- Ongoing coordination of district business throughout the year.
- Engagement with regional/national NEU briefings, officer training and networks.
- Additional time for communication, planning and officer support as needed.