

# Organising Officer

## Role Description

## Role Purpose

The Organising Officer leads Dorset NEU's work on building strong workplace organisation, membership engagement, recruitment, and collective activity. The role supports reps, strengthens the union's presence across all settings, and helps ensure Dorset NEU is active, visible and effective in delivering meaningful change for members.

## Key Responsibilities

### 1. District Organising Leadership

- Act as Dorset NEU's lead representative on organising strategy, ensuring organising priorities shape district planning and campaigns.
- Promote the NEU organising model, focusing on empowerment, collective action and strong workplace structures.
- Work closely with the District Secretary and Membership Secretary to identify organising needs across the district.

### 2. Supporting Reps & Workplace Organisation

- Support workplace reps in developing strong union organisation within their schools, colleges and settings.
- Promote and encourage the election of workplace reps in unrepresented settings.
- Share resources, best practice and guidance with reps to help them build active, confident workplace groups.
- Encourage reps to attend NEU training, including organising, campaigning and leadership programmes.

### 3. Recruitment & Growth

- Support district-wide recruitment efforts, especially during key periods such as new-starter inductions and termly recruitment drives.
- Identify workplaces or sectors with low membership and work with officers and the Regional Organising Team to address gaps.
- Promote NEU membership benefits and encourage deeper involvement from new and existing members.

### 4. Member Engagement & Activity

- Help coordinate Dorset NEU campaigns, petitions, events and meetings that build member involvement.
- Encourage members to participate in ballots, local actions, CPD and equality networks.
- Work to increase visibility and activity in workplaces through visits, communication and mobilisation.

## 5. Mapping, Data & Planning

- Use membership data and workplace mapping to identify organising priorities and target areas.
- Provide updates at Dorset NEU meetings on membership trends, workplace engagement and organising activity.
- Monitor emerging issues in Dorset workplaces and support proactive organising responses.

## 6. Collaboration

- Work closely with Dorset NEU officers, including the District Secretary, Membership Secretary, Equality Officer, Support Staff Officer, Post-16 Officer and others.
- Liaise with the Regional Organising Team and national organising staff to ensure Dorset NEU benefits from wider training, resources and campaigns.
- Collaborate with reps and members to build sustainable, active union structures.

## Skills & Attributes

- Strong communication and relationship-building skills.
- Understanding of union organising principles (or willingness to learn).
- Ability to motivate and support members and reps.
- Good organisational skills and confidence working with data.
- Commitment to NEU values of democracy, collective action and inclusive organising.

## Time Commitment

- Attendance at Dorset NEU meetings.
- Ongoing engagement with workplace reps, members and district organising initiatives.
- Participation in NEU organising training and regional workshops.