



ITF House  
49-60 Borough Road  
London SE1 1DR  
Telephone: +44 20 7403 2733  
Fax: +44 20 7357 7871

International Transport Workers' Federation  
Fédération Internationale des ouvriers du transport  
Internationella Transportarbetarefederationen  
Internationale Transportarbeiter-Föderation  
Federación Internacional de los Trabajadores del Transporte

To all affiliated organisations  
To Global Union Federations  
To the ITUC and TUAC

Circular No.:088/A.24/2010

DC/jb

20 May 2010

Dear Colleagues

*Vacancy for Organising Globally Assistant Coordinator (B1)*

Following the creation of the Organising Globally Coordination team there has been a significant amount of work generated. As a result there is now a need to provide support to Ingo Marowsky and as such we now seek candidates to fill this vacancy with the position being based in London \*

I attach a job description for the post. I would be grateful if you could distribute details of this vacancy throughout your organisation and should a candidate wish to apply for the position, please advise them to send full details of their background, experience and their reasons for seeking the position to David K Bettles, Human Resources Manager at [ogcvacancy@itf.org.uk](mailto:ogcvacancy@itf.org.uk) no later than **17 June 2010**. Candidates should bear in mind that this is a senior position within the ITF Secretariat and that they will need significant experience in the trade union movement and of dealing with international issues. Fluent written and spoken English is essential, and a good working knowledge of another language will be valuable.

The post is graded steps 20 to 25 on the ITF salary scale, with a salary range of £39,724 plus an annual bonus of £3,310.33 – rising to £47,180 plus an annual bonus of £3,931.67. It is proposed that interviews will take place in London on 27 and 28 July 2010. Other details of the conditions applicable are available on request including a relocation package.

Yours fraternally

David Cockroft  
General Secretary

Enc.

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## **ITF JOB DESCRIPTION**

**JOB TITLE:** Organising Globally Assistant Coordinator (B1)  
**DEPARTMENT:** Organising Globally  
**REPORTING TO:** Organising Globally Coordinator

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### **Main purpose of role:**

- Under the direction of the Organising Globally Coordinator lead, develop, coordinate, implement and monitor strategies to ensure that the Team achieves the objectives that have been agreed
- Supports the Organising Globally Coordinator and as such assists in the development and contributes to decisions on policy, priorities and strategies required to fulfil ITF-objectives and ensures there is collaboration and coordination when delivering work solutions/outcomes
- Contributes to a team which is the single focal point for all Organising Globally activities throughout the ITF and lead the development of a coherent strategy to deliver the Organising Globally programme
- On identified and agreed projects or Organising Globally activities that require joint cooperation, provides the Organising Globally Coordinator with up to date and accurate information relating to each project or activity as required, also ensuring that any project or activity sponsor is up dated on information, developments and political issues that may affect the progress of any project/activity and that all stakeholders are notified

### **Specific duties and responsibilities:**

- Lead on the planning and development of a number of strategic cross-sectoral Organising Globally campaigns, including their global, regional and sub-regional strategies and identify targets, develop consultation and planning methodologies, manage project teams and coordinators and organisers as required
- Contribute to and support research for campaigns and organising projects which are identified as ITF priorities including managing internal and external support staff as required
- Ensure that a good knowledge of best practice in successful strategic Organising methodology and Organising techniques are available to the Organising Globally Coordinator and monitor on-the-ground innovations and shifts in practice both with and beyond the ITF's affiliate base.
- Promote and support the development and the maintenance of databases and other tools for internal and external use, promote them and develop training programmes for affiliates on these tools to facilitate the effective overall management of campaigns and organising projects

- Support and contribute to education programmes to affiliates to support campaigns and organising activities
- Support development and implementation of internal and external communications and media strategies to support campaigns and organising projects
- Lead, develop and implement evaluation processes for campaigns and organising projects to measure and ensure objectives were achieved or to understand the reasons why they were not
- Deputise for the Organising Globally Coordinator as required including attending meetings, forums or conferences
- Represent the Organising Globally Coordinator and the ITF in international meetings and to external bodies and organisations where necessary
- Responsible for ensuring the Organising Globally Coordinator is advised of information, developments and political issues that may arise that have implications for the operations of Organising Globally projects and activities
- Responsible when managing a project/activity for reporting to the sponsor as required on all matters relating to the project/activity
- Assist in the preparation of an annual work plan ensuring progress is monitored against the plan and that the Team attains its objectives as efficiently as possible.
- Prepare the annual budget for the section in conjunction with the Organising Globally Coordinator and is responsible in specific areas to ensure agreed budget figures are not exceeded, expenditure is in line with plan, and that fixed and variable costs are closely monitored and in line with plan. The Organising Globally Coordinator has overall final budget responsibility.
- Assist in development, implementation and maintenance of quality management systems in the Team, supporting staff in project planning, the provision of information, advice and resources as required. Ensure there are reports on the progress of all work, tasks, projects and external meetings and up to date and accurate information is available to management for decision making purposes and reporting
- Assist in the development, implementation and maintenance of a robust communication and education process in the Team thereby ensuring full awareness of the aims and objectives of the ITF and that the Team receives continuing educational development.

*Person Specification:*

- Graduate calibre
- A good knowledge of the logistics industries and related trade union structures
- A good knowledge of best practice in successful strategic Organising methodology and Organising techniques
- Has the capability to continually monitor on-the-ground innovations and shifts in practice in organising globally methodology both with and beyond the ITF's affiliate base
- An understanding of financial management and wider management principles and techniques
- 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, knowledge of another language would be an advantage
- IT competency at minimum Level 2 (intermediate) standard in Word, Excel, PowerPoint
- Sound strategic planning, analytical and problem solving skills
- Strong negotiation skills
- Sound organisational skills and the ability to work under pressure
- The ability at all times to exercise discretion, diplomacy, judgement and initiative