

**UNION AID ABROAD - APHEDA**  
**JOB DESCRIPTION**

**Position Title: Organiser: Labour Migration & the Pacific**

Union Aid Aboard-APHEDA is the global justice organisation of the Australian trade union movement. We work globally in partnership for the achievement of dignity at work, social justice, economic equality and the realisation of human rights. We work to achieve this through strong unions and social movements, sustainable development programs, global solidarity, and support at times of crisis.

**OVERALL RESPONSIBILITY**

This position's overall responsibility is to lead and manage Union Aid Abroad – APHEDA's development, organising and campaigning work on **migrant labour and refugee rights**. The position also has **overarching responsibility for APHEDA's work in Pacific Island countries**. The Organiser is responsible for expanding existing work and developing new initiatives in support of growing the trade union movement and other allied social movements. This role requires an experienced organiser with at least 5 years of union, not for profit, or other campaigning and organising experience, who can work strategically and collaboratively to achieve program outcomes. In undertaking these responsibilities, the Organiser has the full support and guidance of senior staff as appropriate.

**SPECIFIC RESPONSIBILITIES**

- 1. Campaigns, Organising and Development**  
Lead and support campaigns, organising and linked development projects with a specific focus on migrant labour and refugee rights in the Asia-Pacific region, together with APHEDA's priorities for trade union and social justice development in the Pacific.
- 2. Strategic Planning**  
Lead the development and implementation of APHEDA's strategies in line with APHEDA's 2017-20 Strategic Plan and in collaboration with other team members.
- 3. Relationship Management**  
Establish and maintain positive working relationships and strategic partnerships with relevant local and international organisations in the identified area of responsibilities.
- 4. Program Development and Management**  
Develop project plans, review results, and provide reporting, alongside local partner unions and community organisations.
- 5. Finance and Contract Management**  
Establish project and annual budgets alongside APHEDA senior staff and oversee all financial relationships with partners, according to contracts and agreed reporting procedures. Identify and execute external project partnerships and funding opportunities, and ensure that adequate

contracts are established and compliance obligations met by all relevant Project staff and partners organisations.

**Selection criteria:**

- Strong and demonstrated strategic campaigning capacity and at least 5 years of previous organising and/or campaigns experience.
- Excellent analytical, planning and organisational skills including campaign planning and project management skills. Ability to contribute with critical and innovative thinking.
- Demonstrated ability in managing all aspects of the project management cycle including assessment of need, submission writing, implementation, evaluation and monitoring.
- Ability to deploy existing skills into an international trade union, community or social justice development.
- Capable of working effectively in fast paced and challenging environments.
- Demonstrated commitment to union values – justice, compassion, equity and the dignity of workers – alongside a dedication to and good understanding of labour movement and social movement dynamics, including trade union development.
- Well-developed interpersonal and leadership skills, an ability to represent APHEDA, to build and maintain relationships and networks effectively in support of APHEDA’s goals, and to make informed judgements about labour and community organising.
- A team player with a demonstrated ability to work independently, within the context of a plan, and having a track record of achieving targets.
- Computer literate, including good knowledge of office information technology applications, including spreadsheets, and presentation software.
- Ability to work in Australia.
- Fluency in written and spoken English.

**Reports to:**

International Programs Manager, Executive Officer, and other senior staff as directed

**Functional relationships:**

Project Officers, finance manager, international and local staff of Union Aid Abroad, as well as international partner organisations including global and local union and civil society organisations.

**Other terms:**

- This position will be based in Melbourne or Sydney, and will involve up to 8 weeks travel per year.
- The scope of this position is likely to evolve, depending on the nature of campaigns and projects in the region.
- Terms and conditions of employment are as per the Union Aid Abroad-APHEDA Enterprise Agreement, which includes 15% superannuation, salary packaging worth approximately 10% of salary and family- friendly conditions.
- The salary for this position is \$76, 300 annually (or approx. \$84,800 with salary packaging entitlement)
- 5 days/week at 37.5 days/week (4 day/week requests will be considered).
- 4 weeks annual leave plus additional Xmas-New Year period.

**Application process:**

Applications should include a cover letter and a statement addressing all selection criteria. Applications that do not address all selection criteria will not be considered.

Applications close **5pm Wednesday 22 March 2017**. Please send your application including a CV and application letter addressing the selection criteria to Ms Kate Lee, Executive Officer by email: [office@apheda.org.au](mailto:office@apheda.org.au).

Union Aid Abroad-APHEDA is an equal opportunity organisation. Only shortlisted candidates will be notified for interviews.