



Project Officer (Recruitment and Membership) Australian Education Union – NT Branch

The Australian Education Union is the principal trade union in the public education sector with more than 185,000 members throughout the country.

In the Northern Territory the AEU NT Branch's membership of 2000 is drawn from public schools and education offices, the Batchelor Institute and Charles Darwin University.

The Australian Education Union NT Branch represents the professional and industrial interests of members and strives to ensure equal access to education provision in the Northern Territory. The AEU is a democratic organisation.

Role Summary

Job Title: Project Officer (Recruitment and Membership)

Reports To: Branch President and Secretary

Role Summary: To work as part of the Project Officer team to recruit new members in AEU NT workplaces. The position is based in Darwin and involves travel to workplaces across the Northern Territory. This position is a fixed-term appointment for six months (with the possibility of extension).

Conditions of Employment

- **Commencement date 18 July 2022** (*or by negotiation*)
- This is a full-time, fixed-term position. Some work after hours and on weekends may be required.
- Salary: 110,496 p/a plus superannuation
- A vehicle, mobile phone, laptop and other IT equipment will be provided to perform the functions required for the role.
- Leave without pay from the Department of Education may be arranged for successful DoE applicants.
- Housing and relocation expenses are not included with this position.

Role Specific Tasks

- Organise visits to workplaces, induction programs and other events to recruit potential members
- Develop recruitment strategies and detailed recruitment plans for target workplaces
- Implement recruitment plans in target workplaces including:
 - Liaise with Branch Officers and staff
 - Liaise with union sub-branches and AEU reps
 - Organise to meet with potential members
 - Approach potential members to ask them to join the union
 - Follow up with potential members as required
- Assist with the ongoing evaluation and review of recruitment strategies and plans
- Collect and record mapping information on workplaces for the union
- Maintain recruitment data and tracking systems
- Produce reports on recruitment activities and outcomes
- Undertake phone calls to members to update and upgrade their details
- Other duties as requested by the Branch Secretary

Key Selection Criteria

- Demonstrated active commitment to unionism
- Skills and experience in recruiting potential members to a union
- An understanding of the importance of union growth and a passion and enthusiasm for recruiting potential members
- Ability to show initiative and demonstrate high level organisational skills including being able to work to deadlines, prioritise work, and manage multiple matters concurrently
- High level verbal and written communication skills
- Ability to work as part of a team
- An understanding of and commitment to NT Public Education
- Current NT Drivers Licence or equivalent
- Current working with children check (Ochre card) or ability to obtain
- Australian citizenship or permanent residency

How to apply

- Submit an application including:
 - a CV of no more than two A4 pages in length including relevant employment history and three referee contacts
 - A statement of no more than two A4 pages addressing the Key Selection Criteria
- Applications must be submitted by 4.30pm Australian Central Standard Time (5.00pm AEDT) on Wednesday 29 June, 2022.
- For more information about the position, phone the Branch President Michelle Ayres on 08 8948 5399 during business hours or email president@aeunt.org.au