DEPUTY GENERAL SECRETARY

JOB DESCRIPTION

PURPOSE

The Deputy General Secretary works under the direction of the General Secretary. The Deputy General Secretary is responsible, in conjunction with and as directed by the General Secretary, for ensuring the effective corporate leadership and management of the Union.

The Deputy General Secretary undertakes such duties concerned with all the affairs and operation of NASUWT, as the General Secretary may delegate in the interests of the Union.

MANAGEMENT

The Deputy General Secretary is responsible to, and under the line management of, the General Secretary.

LOCATION

The Deputy General Secretary shall be based in the Union's National Headquarters in Rednal, Birmingham, and shall also work out of the Union's National Political Office situated in London or other such place as the General Secretary or National Executive shall determine. The Deputy General Secretary's time shall be divided appropriately between the two principal offices.

PRINCIPAL RESPONSIBILITIES

The Deputy General Secretary will, as directed by and in co-operation with the General Secretary, undertake specific duties including:

1. deputising for the General Secretary as and when required;

2. undertaking any of the General Secretary's duties as required;

3. assisting the General Secretary in developing and sustaining an efficient administration in the NASUWT Headquarters at Rednal, and at the Union's National and Regional Centres and offices;

4. assisting the General Secretary in the implementation and development of NASUWT policies;

5. advising and attending meetings of the National Executive, sub-committees, task and finish group and other groups as appropriate;

6. liaising and negotiating with national bodies, including relevant government departments and national and local employers;

7. acting as a spokesperson to the media and assisting with the maintenance of strong links between NASUWT and the media;

8. advising members of the National Executive on all issues relating to industrial action in individual schools, participating as the lead official in deputations to local authorities and other employers and managing disputes;

9. assisting the General Secretary in the conduct of ballots on industrial action;

10. liaising on a regular basis with national elected politicians, particularly with respect to education, employment and trade union matters, and advising the General Secretary accordingly;

11. assisting the General Secretary in maintaining an overview of developments in the business of relevant governments and administrations, the TUC, Scottish TUC, TUC Cymru, ICTU and international bodies including ETUCE and Education International;

12. taking line management responsibility for such teams at Headquarters as the General Secretary may direct;

13. supporting and promoting a cohesive General Secretary Team;

14. supporting the General Secretary in safeguarding the objects and rules of NASUWT; and

15. acting, at all times, in a manner that safeguards the integrity and reputation of NASUWT.

Generic duties include:

1. taking a lead on and promoting the strategic aims and objectives of NASUWT;

2. taking a lead on and promoting the Union's organising agenda;

3. working in co-operation with the staff of other Headquarters teams and National and Regional Centres and offices on projects and initiatives with shared interests;

4. in all areas of work, promoting NASUWT and its policies;

5. in all areas of work, promoting equality of opportunity and diversity;

6. discharging all duties and responsibilities in such a way as to recruit and retain members of NASUWT; and

7. undertaking any other reasonable duties requested by the General Secretary.