

SECRETARY/ CO-ORDINATOR – FEDERATION OF ENTERTAINMENT UNIONS

JOB DESCRIPTION

JOB PURPOSE

- The Federation of Entertainment Unions (FEU) is a confederation of trade unions representing the interests of people working for and employed by organisations in the entertainment and broadcasting industries. These unions include BECTU, Equity, Musicians' Union, NUJ, Writers' Guild of Great Britain, Professional Footballers' Association and Unite (Amicus – Broadcasting Section).
- The FEU Secretary/ Co-ordinator will be engaged as a consultant to act as an administrator and occasionally as a political lobbyist. The principle responsibilities of the role include the arrangement of meetings; identifying common issues affecting FEU members; and co-ordinating joint parliamentary initiatives.
- Payment will be based on a consultancy rate of £300 per day. However this may be negotiable for candidates with a high level of experience and expertise. It is estimated that the role will require a minimum of 12 days a year.

MAIN DUTIES

- Arrange and attend meetings of the FEU (4 times each year), including fixing appropriate dates; the preparation and distribution of agendas; and the preparation and distribution of minutes of all decisions taken.
- Arrange FEU liaison meetings with key employers, regulators, government agencies and other industry bodies (including the BBC, Ofcom, UK Film Council, Arts Council). This will involve fixing appropriate dates and the distribution of agendas. Attendance at these meetings will not ordinarily be required.
- Identify common industrial and political issues that may affect the interests of FEU members in the entertainment and broadcasting industry, and advise appropriate action.
- Co-ordinate lobbying support for joint FEU parliamentary initiatives, including distribution of briefing material to MPs and others.
- To undertake other duties as appropriate and agreed with the officers of the FEU.

PERSON SPECIFICATION

ESSENTIAL

- Experience working in the trade union and labour movement.
- Experience working in parliament and/ or for political organisations.
- Excellent communication and organisation skills.

DESIRABLE

- Knowledge and experience of the entertainment and broadcasting industries.
- Good contacts in parliament and the trade union movement.