



Job Description

General Secretary and Treasurer. (Circa) £70k plus Pension.

Accountability: The General Secretary shall be accountable to the Executive Committee and Biennial General Council Meeting of the Federation and in between the BGCMs shall report regularly to the Executive Committee.

Responsibilities:

- 1 To manage the affairs of the Federation according to Rule, statute and policies agreed by the BGCM and Executive Committee.
- 2 To advise the Executive on appropriate financial and other strategies to develop and improve the affairs and position of the Federation.
- 3 To manage the staff of the Federation through agreed team and individual supervision arrangements and oversee all personnel and staffing issues to a high professional standard.
- 4 To support the President and the Vice President during their tenure of office
- 5 To maintain records of the Federation in an orderly and accessible manner
- 6 To act as Secretary and Trustee of the Federation's Pension Scheme, Educational Trust and Trading Company.
- 7 To oversee the finances of the Federation and ensure full reporting to the Executive and the BGCM.
- 10 To oversee the work of research, education and organising development within the Federation.
- 11 To liaise with such international and international bodies as appropriate in the pursuit of Federation policies and campaigns.
- 12 To represent the Federation as required with the media, other organisations and campaigning bodies.
- 13 To liaise regularly with the affiliates of the Federation and to foster good relationships with potential affiliates.
- 14 To oversee arrangements for the BGCM.
- 15 To oversee arrangements for all international work of the Federation.
- 16 To maintain links with previous active members of the Federation and Executive.
- 17 To present a positive image of the Federation within the wider trade union movement and public.
- 18 To oversee the media and publicity and publications work of the Federation.
- 19 To produce a comprehensive report on work undertaken for the Federation as General Secretary and Treasurer and planned work to each Executive meeting.
- 20 To produce a comprehensive report on work undertaken for the Federation as General Secretary and Treasurer for the BGCM.
- 21 To ensure the accurate minuting of Federation meetings and recording of events.
- 22 To actively seek out new funding sources for the Federation and to oversee the effective management of any projects generated as a result of this.
- 23 To manage the effective communications of the Federation with affiliates and externally.
- 24 To proactively develop strategies for growing the organisation.