



VACANCY: RECRUITMENT & COMPLIANCE OFFICER

JOB TITLE: Recruitment & Compliance Officer
REPORTING TO: General Secretary; National Construction Official(s)
WORK LOCATION: Principally greater Dublin area, but may be required to work anywhere in the Republic of Ireland.

JOB DESCRIPTION

- To recruit and organise Technical, Engineering, Mechanical, Civil & Electrical workers into Connect Trade Union.
- To contribute to the overall recruitment and organising activities of the union.
- Engage in campaigns to include construction and the many other relevant sectors of the economy.
- To be responsible for delivery on agreed targets both nationally, regionally and locally in accordance with Connect's strategic plan and organising strategy.
- Recording the information by whatever means is in place at that time in the union (e.g. electronic or manual report sheets, geotagging etc.)

CANDIDATE SPECIFICATION

EXPERIENCE:

- A knowledge of the construction industry (Civil, Mechanical & Electrical)
- A trade union background and experience in fighting for working people
- A working knowledge of Microsoft office, share-point etc. an advantage
- A knowledge of employment legislation and relevant national agreements
- Must hold a full clean driving licence
- Must be an in-benefit member of Connect Trade Union

PERSONAL QUALITIES:

- While self-motivated, has the ability to be a team player
- Ability to handle conflict, pressure and competing priorities
- Excellent communication and inter-personal skills
- Ability to be flexible in approach to issues and hours of work
- Good organisational ability and good timekeeping essential

The successful candidate will be offered the position and all other suitable candidates will be placed on a panel for any similar Connect Trade Union posts that may arise in the future.

Interested members should apply in writing (enclosing a full CV) to:
General Secretary, Connect Trade Union, 6 Gardiner Row, Dublin 1, D01Y183
Closing date for receipt of applications is Friday 27th March 2020

