



New South Wales Teachers Federation

a branch of the Australian Education Union
AEU NSW Teachers Federation Branch ABN 86 600 150 697



MEMBERSHIP AND TRAINING OFFICER (1)

The Membership and Training Officer will have responsibility to:

- a. Work with the Deputy Secretary (Communications and Campaigns) to develop recruitment and retention strategies;
- b. Work in association with the Trade Union Training Officer with future teachers in promoting their membership of Federation and protecting their interests;
- c. Develop and coordinate strategies for the recruitment and retention of casual and part-time and unemployed teachers in the schools sector;
- d. Be the Officer responsible for the coordination and development of the work of other Officers in the areas of recruitment and retention in consultation with the appropriate Deputy Secretaries;
- e. Work with the Trade Union Training Officer and other Officers, as appropriate, in the development and delivery of Beginning Teachers conferences and Beginning Teachers courses;
- f. Coordinate the work of the Project Officers in consultation with the Membership and Training Officer;
- g. Coordinate and run graduate recruitment seminars and university workshops in consultation with the Trade Union Training Officer, Women's Coordinator and Aboriginal Education Officer;
- h. Assist the Trade Union Training Officer, as appropriate, with training, especially when it relates to the areas of recruitment and membership; and
- i. Work with the Deputy Secretary (Communications and Campaigns) and other Officers, as appropriate, to ensure that members transfer their payment of Federation fees from a payroll deduction process to an appropriate form of direct payment.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary.

Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time.

All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

Duties common to all Professional Officers (2025 - 2026)

Because Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

1. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;

2. Participate in campaigns;
3. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
4. Recruit new members as a continuous part of their work;
5. Address school, college and Association meetings when required by the General Secretary;
6. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
7. Be assigned to assist the activities of a Committee or Special Interest Group within the Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
8. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
9. Comply with NESA accreditation requirements for officers in the general division;
10. Engage with a negotiated performance and development process over time.

