**Job Title:** Voluntary, Community & Private Sector Case Worker

**Main Purpose of Job:**

To provide full access to advice, representation, support and guidance to members of the branch employed within the voluntary, community and private sector including schools that have transferred to Academy and Trust status.

To assist the branch in pursuing its negotiating and bargaining objectives and to contribute to the development of strategy to improve recruitment, organisation and communication in these sectors.

**Relationships:**

**Responsible to:** Branch Secretary and/or LG Convenor

**Responsible for:** No Supervisory Responsibility

**Liaison with:** Branch Convenors, Branch Stewards, Members and Employers (including their representatives)

 Where appropriate:

National & Regional Unison Staff and External suppliers and contractors

**Grade/Salary** Unison Grade 7 (U13 - 15 / £28,343 - £29,974)

Pro Rata for Part Time Employees

**Working Hours** 7 hours per week (flexible hours to be confirmed)

**Location Work base:** Branch Office, Beverley

It is a requirement of this post that you are able to travel outside of the office in order to fulfil the role.

**Main Duties & Responsibilities**

1. To be first point of contact for members in this sector and provide advice and guidance to members.
2. To provide representation and support to individual members experiencing difficulties in their work place on matters such as; Grievances, Disciplinary and Ill Health.
3. To ensure access to the full range of support and services provided by UNISON.
4. To maintain an up to date working knowledge of the key provisions of employment law.
5. To assist in the recruitment of new members, particularly in relation to the relevant sectors within your remit.
6. To contribute to the development of branch strategy in relation to increasing membership levels and density within relevant employers.
7. To contribute to the development of member organisation in the relevant sectors within your remit.
8. To recruit and to support new Shop Stewards within workplaces, particularly in the development of Stewards Committee’s and appropriate bargaining and negotiating structures.
9. To initiate, workplace focussed campaigns and to support active member involvement at all stages.
10. To be responsible for and to support collective bargaining, consultation and negotiation with employers in relation to service and condition issues, health and safety and organisational change.
11. To seek to develop Trade Union recognition agreements and positive working relationships with relevant employers.
12. To work closely with convenor colleagues and regional staff to maintain a consistent approach to working with members.
13. To ensure the accurate and secure maintenance of member’s records, including case files etc. (Ensure compliance with Data Protection Act)

1. To attend meetings of the branch, its committees and sub-committees and other such meetings as required.
2. To prepare reports for meetings of the branch as may be required.
3. To participate in any agreed training considered relevant to the post.
4. To undertake any additional duties appropriate to the post in order to meet the needs and objectives of the East Riding of Yorkshire UNISON Branch.