

Branch Support Organiser

JOB DESCRIPTION

Job Title:	Branch Support Organiser
Salary:	£25,147 per annum, pro rata
Hours:	37.5 hours per week (P/T and Job Share Considered)
Location:	Home based but ability to travel in Derbyshire area when necessary (use of offices in Derby & Chesterfield)
Reports to:	Branch Secretary (<i>or Chair in their absence</i>)

OVERALL SUMMARY

The post holder will be directly responsible to the Branch Secretary and flexibly support the organising, representation and administration needs of both North & South Derbyshire Health branches as detailed below.

DUTIES

Organising

- Participating in Recruitment Planning and Campaigning
- Membership Mapping across the Branch
- Assisting in the organising and development of lay member organisation
- Mentoring, training and supporting new stewards
- Developing systems to support organising
- Providing research and information to support campaigning as directed
- Co-ordinating campaigns and activities as directed
- Building Branch capacity e.g., systems, communications, newsletters, and websites

Administration

- Provide a front of house service when meeting and greeting members via telephone or face to face.
- To provide administrative support to members and branch officers
- Maintain confidentiality in relation to all aspects of the post.
- Provide support and assistance with branch events when needed.
- Effectively carry out and deliver a full range of administrative duties to support the branch officers.
- Maintain diary management.
- Establish and maintain electronic records and databases.
- Check membership information on membership record system WARMS.
- Order stationery and equipment for the branch.
- Deal with telephone and email enquiries from members and provide accurate detailed messages to branch officers.
- Confidently allocate casework to branch officers and maintain the casework systems.

Representation

- Individual representation that covers:
- General advice and guidance to members
- Grievance meetings and hearings
- Disciplinary meetings and hearings
- Local workplace issues

Collective bargaining/representation at workplace level that includes negotiating of :

- New working arrangements
- Employment policies
- Health and safety issues
- Training and learning agreements
- Local facilities agreements

General

- To mentor and build individual capacity amongst activists
- To attend and report to Branch meetings as appropriate
- To devise and tutor internal branch courses for activists in conjunction with officers and regional support where appropriate
- To respond to employer consultation documents as directed
- Undertakes other duties as may be required and which is commensurate with the grade and Branch requirements.

PERSON SPECIFICATION

Candidates will be expected to evidence, either in their application or at interview, that they meet these requirements. Shortlisting for interview will be based on information supplied against these criteria.

Level of Knowledge

- Good knowledge of employment and industrial relations legislation, involving continuous updating on developments in these areas.
- Knowledge of trade union organisation (and in particular the policies and practices of UNISON would be desirable).
- Understanding of the principles of negotiation.
- Experience of representing individuals in formal proceedings.

Qualifications & Professional Membership

- A good standard of general education to “A” level or above and/or significant experience of working within the trade union movement or of negotiating.
- Commitment to trade union values and objectives.

Experience

- Experience as a trade union representative or Officer, and/or
- Experience of negotiations within a local authority, large employer or similar organisation
- Experience of recruitment, organising and campaigns
- Customer services skills
- Proven general office experience

Skills

- High level of interpersonal and communication skill, written and spoken, dealing with a range of individuals.
- Ability to participate effectively as a member of the Branch team.
- Able to use well-developed analytical skills to respond to proposals and counter proposals in a clear and persuasive way that ensures a satisfactory outcome, for example negotiating on a re-organisation that affects significant numbers of employees.
- Ability to establish effective working relationships with a wide range of individuals in a number of different organisations.
- Produce timely accurate written / electronic records and documents
- Ability to act on your own initiative and work independently
- ICT skills and good working knowledge of Microsoft Office
- Must be willing to work flexibly
- The ability to travel throughout the County is essential
- Travel outside of the county for representation or training will be necessary from time to time.