****

**(BRANCH EMPLOYED) BRANCH ADMINISTRATOR**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Branch Administrator |
| **Salary:** | £18,813 (pro rata) |
| **Hours:** | 15 hours per week over 3 days (5 hours a day - Mon, Wed, Fri) |
| **Location:** | Unison Branch Office Thurrock Hospital  |
| **Reports to:** | Branch Secretary |

**OVERALL SUMMARY**

The post holder will be directly responsible to the Branch Secretary for the day to day running of the Branch Office. This will include all administrative systems and clerical support. This will involve developing and maintaining systems for the efficient running of the Branch.

**DUTIES AND RESPONSIBILITIES**

1. Under the direction of the Branch Secretary, to advise and support lay officers in using the Branch facilities.
2. To act as the first point of contact for members and stewards including checking the membership of members and the allocation of stewards to members. The Branch Secretary will also act as a point of contact for members and the Branch Administrator will be required to liaise with the Branch Secretary to ensure all contacts are up to date.
3. To provide an initial response and support to members who do not require a Trade Union Representative
4. To maintain and develop all Branch Office administrative functions, including correspondence, distributing of union material to members and lay officers, maintain databases relating to members and lay officers, photocopying, filing, ordering of supplies, office security and housekeeping systems. This list is not exhaustive.
5. To act as the main Membership Officer managing and developing recruitment and retention systems. To process membership applications and maintain membership records on the national database (WARMS), including liaison with Regional and National staff, with the objective of maintaining membership.

 5. To keep records of and ensure that Trade Union Reps, including newly recruited Reps training is relevant and up to date

1. To collect items for agenda for Branch Committees and Branch general meetings.
2. To maintain and develop, in conjunction with lay officers, the Branch’s information technology systems.
3. To maintain and develop branch electoral systems for AGM.
4. To receive external enquiries about the branch, including press enquires and refer callers to the Branch Secretary or Publicity Officer as appropriate.
5. To assist the Branch Secretary in maintaining and developing a good activists’ network.
6. Support member for Unison Welfare and recruit retired members and pass the information on the relevant officer
7. To attend monthly 1-2-1 supervision meetings as arranged by the Branch Secretary
8. To ensure that the equal opportunities principles are fully upheld in all the work of the office.
9. To arrange all training on behalf of the Branch.

******

**(BRANCH EMPLOYED) BRANCH ADMINISTRATOR**

**PERSON SPECIFICATION**

**Introduction**

The E.P.U.T Branch is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This Person Specification is designed to help members of interviewing panels judge the qualities of interviewees in a systematic and consistent way and in accordance with the branch’s equal opportunities policy. It is given to all job applicants for information.

**Selection Criteria**

Administrative

1. Ability to create and maintain accurate records and information retrieval systems, including setting up and maintaining filing systems.
2. Ability to prioritise own work.
3. Good time management skills.

Interpersonal and Communication

1. Good oral communication skills to liaise effectively with a wide range of internal and external organisations and people.
2. Good written communication skills to take detailed, accurate messages and compose routine correspondence.
3. An ability to work under pressure, work to tight deadlines, prioritise and organise own workload.
4. Ability to work as an effective team member.

Specialist / Technical

1. Ability to operate office equipment, (e.g. photocopiers) and use ICT applications including Microsoft Office suite.
2. Ability to arrange meetings, prepare agendas and take minutes and attend branch meetings .

General

1. An understanding of the role of trade unions.
2. Commitment to providing a high quality support service.
3. To have a full UK driving licence.