



Branch Organiser

(6months Wigan Based)

£36,820pa & £2,736pa Subsistence Allowance pro rata

About this job

The Branch Organiser post is for a 6 month period. The successful candidate will work in and across three branches, Wigan & Leigh Health Branch, Bridgewater Community Healthcare Branch and Wigan Metropolitan Branch to build up recruitment and organising initiatives and campaigns; support the Branch Secretary to train and develop stewards; support the branch communications;. The predominately Wigan based post will across the whole of the North West if required.

The successful candidate will bring their experience and skills in one to one communications, recruitment, organising and campaigning. To undertake this role you will need to be able to demonstrate experience and knowledge of the Trade Union and Labour movement. Previous experience as a recruiter, organiser and campaigner within a TU branch or within a similar organisation would also be desirable.

You will need to be able to travel across the North West of England.

How to apply

To apply for this opportunity, please send expression of interest to Tracy Roberts, Wigan UNISON, Wigan Life Centre, The Wiend, Wigan, Lancashire, WN1 1NH or email enquiries@wiganunison.org.uk. You should clearly state how you believe you meet the criteria in the Job Brief and Job Description as well as including practical examples.

Applications must be received by no later than **12pm on Wednesday 06th March 2019**.

Interviews will be held on **Tuesday 19th March 2019**.

About UNISON

UNISON is the UK's leading public services trade union, with over 1.3 million members working in the public sector, private, voluntary and community sectors and in the energy services. We employ approximately 1,200 staff, with around 370 at our national centre in Euston in central London and the remainder in our 12 regions across the UK, including Northern Ireland.

UNISON is a dynamic, progressive union, committed to equality. We encourage men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people to work with us

Unison - Wigan based branches

Job Brief: Branch Organiser

Wigan Based

Introduction

Unison is Britain's largest public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

Developmental

The Branch Organiser is a key organising role in the region. It covers the key areas of organising and representation.

The Branch Organiser will be managed by the Wigan LG Branch Secretary.

Organising: The Branch Organiser will work in and across three branches, Wigan & Leigh Health Branch, Bridgewater Community Healthcare Branch and Wigan Metropolitan branches to build up recruitment and organising initiatives and campaigns; support the Branch Secretary to train and develop stewards; support the branch communications; . They will also undertake casework under supervision, advising, supporting and mentoring newly appointed branch officers and stewards in representation and negotiation, providing help with case preparation and administration.

Organisations of specific local campaigns and events; prepare information briefings to support organising or bargaining campaigns and support press and public relations work in the area.

Representation: Branch Organiser will support Branch Secretary and local activists in collective negotiations, researching relevant agreements and employers, writing up claims and making presentations and engaging with employers as required.

Main aims include :

- Recruiting, organising and representing members.
- Negotiating and bargaining on behalf of members and promoting equality.
- Campaigning and promoting UNISON on behalf of members.
- Developing an efficient and effective union.

The key objectives of the union as detailed in our Rule Book are to:

- Enhance our organisational capability to meet the recruiting and organising challenge posed by austerity measures, including public spending cuts, workforce reductions and fragmentation of public services.
- Protect and secure decent employment, pay and pensions for UNISON members promoting equality and challenging discrimination.
- Develop our Million Voices for Public Services campaign in support of the quality public services and in defence of the NHS, building our political influence and forging alliances with unions and community organisations.
- Ensure that the union's essential information and communication technology infrastructure and internal management systems are efficient and effective to meet the changing needs of our membership.

To further these aims, Branch Organisers have a clear understanding of equalities and how to increase participation in a member based organisation, and how to use difference kinds of media to raise UNISON's profile. They are highly focused on building the organisation and providing member satisfaction with the service provided. They have enthusiasm and commitment which motivates lay activists, new stewards and members.

UNISON regions are currently undergoing a period of change to meet the union's developing recruitment, organisation and campaigning agenda. Post holders must be willing to change and adapt to help and support lay activists to do likewise.

The Branch Organiser will work 2 days for Wigan & Leigh Health Branch, 2 days for Wigan Metropolitan Branch and 1 days for Bridgewater, however there will need to be flexibility to meet the needs of each of the branches .

Unison - Wigan based branches

Branch Organiser

Wigan Based

JOB DESCRIPTION

GRADE: 5

Reports to: Branch Secretaries – dependent on local circumstances.

OVERALL SUMMARY

This post is key in supporting the branches to establish organising frameworks in the local area. It covers organising and representation work as set out below.

Work Areas

- **Organising.**
 - Recruitment Planning and Campaigning
 - Recruitment in Greenfield and Infill sites.
 - Membership mapping across Branches.
 - Organising and developing lay member organisation.
 - Mentoring and training new stewards.
 - Collective Bargaining on local workplace issues.
 - Developing stewards committees and local bargaining structures.
 - Developing systems to support organising.
 - Research and information to support campaigning.
 - Co-ordinating campaigns and activities.
 - Building Branch capacity e.g. systems, communications, press releases, newsletters, websites and building local and media profile.

- **Representation.**
 - Collective bargaining at workplace level that includes negotiating.
 - Shift rotas.
 - Working patterns
 - New working arrangements
 - Health & Safety issues.
 - Training and learning agreements.
 - Local facilities agreements.

- **Individual representation that covers:**
 - Grievances
 - Disciplinary
 - Local workplace issues.
 - General advice and guidance to members.
 - Mentoring and building individual capacity of activists.

- Undertakes other duties as required by the grade definition or job profile of this post.