



Job Title: Branch Organiser

(12 months Tameside Based)

Salary: £36,820p.a. plus £2,736 subsistence allowance

36 Hours Per Week (Flexible working)

About this job

The Branch Organiser post is for a 12 month period. The successful candidate will work in and across two branches. I.e. Tameside LG Branch & Tameside Health Branch, primarily to represent at disciplinary/grievance/sickness absence meetings and to build up recruitment and organising initiatives/campaigns; support the Branch Secretary to train and develop stewards; support the branch communications. The postholder will ultimately be responsible to the Tameside LG Branch Secretary

Predominately, the postholder will support Tameside LG Branch four days a week, Monday to Thursday and the remaining day, Friday, be available to support the Health Branch. However, flexibility is essential and primarily needs to meet the requirements of the LG Branch. The post holder may be required to travel outside of the Tameside area, within reason, when required, at the discretion of the LG Branch Secretary.

The successful candidate will bring their experience and skills in one to one representation, 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 of representation, as a recruiter, organiser and campaigner within a TU branch or within a similar organisation would also be desirable.

As mentioned above, you will need to be prepared to travel within and across the Borough as well as across the region, or other, in order to meet various employers at their Head Offices or other affiliated establishments. It is desirable that the appointed person has their own transport for which they will be reimbursed for through, and inclusive of, the attendant subsistence allowance.

How to apply

To apply for this opportunity, please send an expression of interest to Paul Taylor, Tameside LG Branch, 29 Booth St, Ashton- U- Lyne, OL6 7LB or email enquiries to: tamesidebrsec@btconnect.com .

You should clearly state how you believe you meet the criteria in Person Specification and Job Description as well as including practical examples.

Completed expressions of interest must be received by no later than 12 noon on Monday 25 March 2019

Interviews will be held on 10 April 2019 at Tameside LG Branch Office.

The successful candidate will commence employment on the 1 May 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 – Tameside LG & Tameside Health Branch

Job Brief: Branch Organiser

TAMESIDE 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, primarily, be managed by the Tameside LG Branch Secretary during those core hours specified with the LG Branch and then the Branch Secretary for the Health Branch during those hours specified.

Organising: The Branch Organiser will work in and across two branches, Tameside LG Branch and Tameside Health Branch to build up recruitment and organising initiatives and campaigns; support the Branch Secretary to train and develop stewards; support 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: The Branch Organiser will support the Branch Secretary and local activists with none core employer issues such as disciplinary, grievance, sickness absence meetings and all aspects of membership representation. Also in collective negotiations, researching relevant agreements, 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.
- Representation at disciplinary, grievance, sickness absence meetings and all other aspects of like membership representation.

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 Local Government and 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 the Branch Organiser must have a clear understanding of equalities and how to increase participation in a member based organisation, and

how to use different 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.

See Job Description Below

UNISON– Tameside LG & Health Branches

Branch Organiser

Tameside Based

JOB DESCRIPTION

Salary: £36,820p.a. plus £2,736 subsistence allowance

Reports to: Tameside LG Branch Secretary & Tameside Health Branch Secretary.

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
 - 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 salary definition or job profile of this post commensurate with like UNISON posts