

## **BRANCH-EMPLOYED ORGANISER/CASEWORKER MANCHESTER BRANCH**

### **INTRODUCTION**

Manchester 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 the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

The Organiser/Caseworker is a key role covering the areas of representation and organising.

### **Representation**

Part of the role of the Organiser/Caseworker will involve supporting the Branch and local activists in collective negotiations, researching relevant agreements with employers, writing up claims and making presentations and engaging with employers as required. Additionally they will refer casework through the Branch Secretary to the Region as appropriate.

### **Organising**

The Organiser/Caseworker will work with the branch to:

- build recruitment and organising initiatives and campaigns
- train and develop stewards
- support branch communications

The Organiser/Caseworker will also undertake casework, advise, support and mentor non-council stewards in representation and negotiation and provide help with case preparation and administration.

The Organiser/Caseworker will 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 will be highly focused on building the organisation and providing member satisfaction with the services provided. They will have enthusiasm and commitment which motivates lay activists, new stewards, and members.

The allocation of areas of work to the Organiser/Caseworker is the responsibility of the Branch Secretary.

## **BRANCH-EMPLOYED ORGANISER/CASEWORKER MANCHESTER BRANCH**

### **JOB DESCRIPTION**

Job Title:	Organiser/Caseworker
Grade:	6
Starting Salary:	£30,825
Working Hours:	35 hrs per week. Although core hours will be Mon-Fri some flexibility on evening and weekend work will be required.
Location:	Manchester
Reports to:	Branch Secretary

The post is fixed-term for two years with a probation period of 6 months. There is potential for the role to become permanent.

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, as well as experience or knowledge of social care settings.

### **OVERALL SUMMARY**

The post-holder will be expected to undertake an extensive range of organising and representation work as set out below. The post-holder is expected to work with the branch committee.

#### **Work Areas**

#### **Representation**

- Individual representation, including:
  - Grievances
  - Disciplinarys
  - Local workplace issues
  - General advice and guidance to members
  - Mentoring and building individual capacity of activists

- Collective bargaining at workplace level, including negotiation of:
  - Pay
  - Shift rotas
  - Working patterns
  - New working arrangements
  - Health and safety issues
  - Training and learning agreements
  - Local facilities agreements

## **Organising**

- Organising and developing lay member organisation by:
  - Supporting and Coaching new non-council stewards
  - Collective bargaining on local workplace issues
  - Developing local bargaining structures.
  - Researching information to support campaigning
  - Co-ordinating campaigns and representation
- Other duties as required by the grade definition or job profile of this post.

## **BRANCH-EMPLOYED ORGANISER/CASEWORKER**

### **MANCHESTER BRANCH**

#### **Person Specification and Selection Criteria**

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<b>Heading</b>	<b>Selection Criteria</b>
<b>Thinking</b>	<ol style="list-style-type: none"> <li>1. Experience of developing solutions to resolve problems including:               <ol style="list-style-type: none"> <li>1.1 drafting statements of case</li> <li>1.2 analysing information and statistical data</li> <li>1.3 research</li> <li>1.4 drafting action plans</li> <li>1.5 developing materials e.g. publicity</li> <li>1.6 developing campaign plans</li> </ol> </li> <li>2. Learning and Development               <ol style="list-style-type: none"> <li>2.1 can identify training needs of others</li> <li>2.2 can demonstrate continuous personal learning development.</li> </ol> </li> </ol>
<b>Interpersonal and Communication</b>	<ol style="list-style-type: none"> <li>3. Experience of motivating people to participate in activities by:               <ol style="list-style-type: none"> <li>3.1 making presentations</li> <li>3.2 influencing outcomes at meetings</li> <li>3.3 supporting and coaching</li> <li>3.4 writing newsletters, leaflets etc.</li> </ol> </li> <li>4. Experience of giving advice and representing members including:               <ol style="list-style-type: none"> <li>4.1 conciliation skills to resolve disagreements</li> <li>4.2 responding effectively to people who are angry or upset</li> </ol> </li> <li>5. Experience of effective team working.</li> </ol>

Heading	Selection Criteria
<b>Initiative and Independence</b>	6. Experience of prioritising own workload including: 6.1 decision making within guidelines 6.2 following policies and procedures 6.3 referring casework to others appropriately.
<b>Resource management</b>	7. Experience of project co-ordination including: 7.1 time management 7.2 maintaining confidential information.
<b>Physical Skills</b> ( <i>with Disability modification where necessary</i> )	8. Occasional light lifting of materials 9. Ability to travel
<b>General Knowledge</b>	10. An understanding of and commitment to the principles of equality and democracy. 11. A working knowledge of Employment Law. 12. An understanding of the role of trade unions and the social and political environment in which the union operates. 13. ICT packages including Microsoft Office.

### **Other Information**

The closing date for applications is Monday 15th April 2024.