



# Work for us as our new Branch Caseworker Organiser

- Part-time role – **18 hours per week**
- **One-year fixed-term contract** initially
- Salary: **£31,044 full-time equivalent** per year – **£15,522 pro rata**
- Main location of work: **Bexleyheath, south-east London** (working at home also an option part of the time, or all the time in current circumstances)
- **Closing date for applications: 10am, Tuesday 6 April 2021**

## About the branch

UNISON Bexley branch has over 1000 members spread across over 100 employers around the borough, including the council, schools, care homes and other public services. The branch is led by a friendly committee supported by expert staff from UNISON Greater London Region.

The branch has delivered some real successes for our members and seen our membership growing in recent years. We are looking to recruit someone to help us build on that success by providing excellent support and representation to our members throughout the borough, as well as providing a friendly point of contact for the branch and encouraging people to join and get more involved in the branch.

## What you would be doing

Have you got what it takes to do the following?

- **Represent** members of UNISON Bexley branch employed primarily in the private, voluntary and non-council sectors, as well as those directly employed by the council
- Be the **first point of contact** with the branch for many of our members by:
  - running the **branch email inbox** and **telephone number/voicemail**
  - logging members' cases onto our **case management system**
- **Recruit and organise** members across all eligible employers

If so, we would love to hear from you!

## How to apply

Please read the full Job Description and Person Specification documents, then send your **CV** (no more than two pages) and a **covering letter/email of no more than 1500 words**, explaining why you meet the Person Specification, to [unison.secretary@bexley.gov.uk](mailto:unison.secretary@bexley.gov.uk).

You can also email us there if you have any questions you'd like to ask us before you apply.

## Tips for applying

UNISON Bexley branch has a diverse membership and over 80% of our members are women. We are 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.

We welcome applications from everyone and would encourage you to apply even if you aren't sure whether you meet every point of the person specification.

When you read the person specification, remember that generally you do **not** need to have direct union-related experience of the things on it, as long as you can give examples of things you have done that require similar skills, which you could apply to this role as well. Those things need not be in the workplace – perhaps you have demonstrated some of the skills through volunteering or in family or hobby settings.

It will be helpful to us when shortlisting if you can set your covering letter or email out in a way that makes it easy to see which points of the person specification you are referring to. Make sure you keep within the 1500-word limit, but don't worry if your letter/email is shorter than this – it's a limit rather than a target. Other than those points there is no 'right' or 'wrong' way to write your letter/email.

We look forward to hearing from you!

## Closing date and next steps

**Please make sure we receive your application by 10am on Tuesday 6 April 2021.**

We intend to shortlist and contact shortlisted applicants **within approximately one week** of this closing date.

**We are aiming to conduct interviews during the week beginning Monday 19 April 2021** and choose the successful candidate during that week.

This is a new role and as such we will be ready for the successful candidate to start work with us as soon as they are available.