



Job Description:

Branch Caseworker Organiser

Introduction

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.

Summary

Main job role

- To **represent** UNISON members employed primarily in the private, voluntary and non-council sectors, as well as those directly employed by the council, as instructed by the Branch Secretary (or Branch Chair).
- To run the **branch inbox** and **telephone number/voicemail** and log members' cases onto our **case management system**.
- To **recruit and organise** members across all eligible employers.

Responsible to

Branch Secretary.

Staff supervised

None.

Hours of work

18 hours per week, to be spread across the week but exact days/times negotiable, and flexible working may be possible.

Place of work

While the pandemic continues, working from home exclusively is preferred. Otherwise, the branch office on Powis Close, Bexleyheath (DA7 5RS), would be the main working location, with an ongoing option to work from home part of the time, as well as attending workplaces, and the Civic Offices in Bexleyheath (DA6 7AT), as appropriate to required duties.

Pay

£31,044 (inclusive of London weighting) full-time equivalent per year – that's **£15,522 pro-rata** for this 18-hour-per-week part-time role.

Cost-of-living pay awards will be made in line with NJC pay increases at the equivalent level.

The postholder will also be automatically enrolled into a government-backed Nest pension, unless they choose to opt out.

Contract type

One-year fixed term initially (subject to one month's notice in writing), with potential to extend by mutual agreement.

Duties

Representation

- To provide quality representation to members as instructed by the Branch Secretary. This will include representation of members at meetings such as disciplinary, grievance, sickness and capability hearings.
- To provide support and advice to members subject to re-organisations or potential redundancy, TUPE consultations, etc, seeking advice from the Branch Secretary or Regional Organisers where complex issues arise.
- To ensure familiarity and understanding of employer policies and to maintain a library of procedures where these exist. To seek advice from the Branch Secretary where there are no policies, or where those provided do not appear to meet the minimum standard.
- To maintain case files and records of all members dealt with. These will be primarily electronic through the CaseWeb management system, but some historical paper-based files may also need maintenance.
- Feed back to the Branch Secretary and Branch Committee about any particular collective workplace issues, or patterns of cases, that the branch may need to respond to.
- Ensure that all information is kept in a secure and confidential manner and used in GDPR-compliant ways, and that confidentiality of individuals is ensured.

Recruitment

- To visit workplaces to give recruitment presentations and/or to deliver recruitment events, including one to one conversation, talking to groups and running stalls at various locations around the Borough.
- To communicate with Workplace Reps and the Employers to arrange these and to ensure appropriate facilities are in place. This will occur by phone, email and in person, as appropriate.
- To use every opportunity to gather updated contact information for members, including email addresses and mobile phone numbers, and to update their records on the membership database accordingly.
- To encourage existing members to become workplace contacts and reps (stewards), health & safety reps and union learning reps, and to make them aware of training opportunities to fulfil these roles. To pass on the details of those potentially interested to Branch Officers and/or Regional organisers.
- To put forward recommendations for material and promotional items required in the course of the post including costing and obtain quotes for consideration by the Treasurer and Branch Committee.
- To design issue/member/employer specific recruitment materials in both electronic and paper formats including posters, newsletters, standard letters etc based on UNISON templates.
- To provide regular written and/or verbal reports for Branch committee on your activities including providing analysis of which initiatives were successful, proposals for further targeted activities, etc.
- To promote the role of a Trade Union in representing staff, both on individual and collective issues.

Other

- To manage the branch email inbox and phone line/voicemail and ensure all messages are passed on as appropriate.
- To ensure good communication with branch members including, producing a regular newsletter, and keeping the branch website up to date.
- To work in accordance with UNISON Equality and Health & Safety requirements.
- Other duties consistent with the grade and remit of the post as required by the Branch Secretary.