**Case Worker/ Organiser Central & East Berkshire Unison**

**based in the Reading Office Ref: CW1/19**

Salary £36,820 12 month fixed term contract
closing date: 22nd February 2019

Central & East Berkshire UNISON branch are looking for a Caseworker/ Organiser on a 12 month fixed term contract.

The role requires strong negotiating and industrial relations experience, administrative and time management skills and the ability to communicate effectively with a diverse audience.

A sound understanding of trade unions and their objectives is essential along with a good understanding of UNISONs policies and objectives.

The post will be based in our Reading office and will report to the Branch Secretary but the main responsibility will be support of members and activists with casework and campaigns in schools across Windsor and Maidenhead, Wokingham, Slough and Reading and therefore you will need to travel on a regular basis.

Please note that ONLY the Case Worker/ Organiser application form will be accepted. Please download a pack from the right hand side and see job description and person specification below.

***Please note no email requests for application forms will be acknowledged***

Please send completed application forms quoting post number Ref: CW1/19 to Miriam Palfrey, Central and East Berkshire Unison, Civic Centre, Reading, RG12LU.

Completed and signed application forms must be received by no later than 5pm on 22nd February 2019.

Short listed candidates will be advised on 26th February and invited to attend an interview on 6th March at our Reading office.

*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.*