**UNISON Central & East Berks Branch
Branch Caseworker/Organiser**

**Branch Office Location: Civic Offices, Bridge Street, Reading**

**Salary details: £36820 plus opportunity to join UNISON pension scheme**

**Appointment type: Fixed term contract of 12 months**

**Hours: 37 Hours per week
Reports to: Branch Secretary and is accountable to the Branch Committee.**

The post will entail travel around Reading, Slough, Wokingham, Windsor & Maidenhead and the surrounding areas.

This post is an exciting opportunity to work with the newly created Central & East Berks Branch, which represents Local Government members in Reading, Slough and Windsor & Maidenhead.

**Job purpose:**
To advise and represent individual members and or/groups of members in relation to terms and conditions of employment and in respect to problems at work. This will primarily involve working with members in schools across the branch and will also include representation in across a wide range of employers in our branch. Our members are people working in local government, schools, higher education and for private contractors providing public services.

The post holder will also assist the Branch Committee and local stewards in encouraging members to be more involved in the branch.

**The duties will include:**

* Advising members in connection with disciplinary, grievance, ill health, organisational change or other workplace issues
* Attendance at disciplinary, capability and grievance investigations, hearings and appeals to represent employees
* Case preparation and administration
* Recruiting and supporting stewards in schools across the branch
* Advising, supporting and mentoring stewards and workplace representatives in representation and negotiation
* Accurate and timely recording and management of casework records;
* Liaising with UNISON’s Regional Office and working with Regional caseworkers on the more complex cases, obtaining advice and advising of forthcoming case work which requires Regional assistance;
* Engaging and negotiating with managers as appropriate in relation to case work.
* Providing reports on work undertaken or in progress to the Branch Committee.
* When meeting with and representing members, encouraging them to be more involved in the Branch
* When visiting workplaces, using the opportunity to meet with other members and/or provide UNISON information and materials
* Establishing an effective network of stewards in schools across all sections of the branch
* Assisting in Branch campaigns

**Person Specification**

**1) Introduction**
The Central and East Berks Branch is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help the branch judge the qualities of interviewees in a systematic and consistent way.

**2) Essential Criteria:**

* Knowledge of current employment law
* English language and Maths GCSE Grade C or above
* Proficient in ICT – Microsoft Office
* Ability to produce accurate records of statements, case notes, meetings and conversations
* Ability to deal with information sensitively and confidentially
* Ability to communicate with a diverse range of individuals at all levels, using a range of communication methods, and responding effectively to people who are angry or upset
* Negotiating and problem solving skills
* Commitment to the role and aims of trade unions
* An understanding of the principles of equal opportunities and well-being
* Ability to travel to different workplaces in Central & East Berkshire

**3) Desirable Criteria:**

Experience of effective team working

Experience of planning and supporting campaigns and events

Experience of working effectively to deadlines and to prioritise workload effectively

Experience of supporting and mentoring stewards in schools.