

Factsheet 1 – How to find a Disabled Members Officer

In the SE region the average number of Disabled members in a branch is 2.1% of the membership (2021)

26 of 108 branches have Disabled Members Officers in their branch - so finding a Disabled members officer is a great start to improving things for Disabled members

1. Decide as a branch your action for Year of Disabled Workers may be to find a Disabled Members Officer for the Branch. If you have an Equalities Coordinator, maybe they can help you with this
2. Find out using WARMS (ask your Branch Secretary or Membership officer) the number of disabled members you have in your branch – and what proportion of your membership is disabled
3. Now you know who your audience is - Disabled members, you can communicate with them – let them know you are looking for a Disabled Members Officer in the Branch who could help set up a Self-Organised Group for Disabled members and what else this DMO might do
4. Create a job description you could use the Code of Good Branch Practice – including
 - Promoting and setting up meetings and events for Disabled Members,
 - encouraging members participation in a friendly way,
 - finding out what the issues are for disabled members,
 - agreeing a priority and action plan to organise around these issues,
 - finding others to help you from within the group,
 - organising training and member learning to assist the group,
 - making sure that communication and the flow of information to and from the branch works well,
 - high lighting and publicising other regional and national events and training and what you can do to encourage the wider membership to participate and engage,
 - find more members to self-disclose to UNISON as disabled.
5. If you feel that you need more evidence of interest first - how about a quick survey? have this sent to all Disabled members in your Branch via email - asking –
 - would you like to come to an event for disabled members and find out more about how UNISON can support you,
 - we are looking for a Disabled Members Officer – could that be you?



- What days of the week and times of day suit you best?
 - We plan to have refreshments of tea coffee and cake/fruit (do you have any dietary requirements?)
 - Tell us your access requirements? So that we can ensure a suitable venue -
 - Bring a friend/work colleague
6. Once you have the feedback from members you can decide on whether you have any interest from the survey of anyone wanting to be a Disabled Members Officer – if not then think about organising this first event to find one, based on most common times and days - ask the branch to help you with resources like booking a room, having some refreshments –tea coffee, cake, fruit etc
 7. Create posters, leaflets, email invites, to publicise the date and time of your meeting – do some personal comms too, invite those you know to come along to support you and spread the word (your comms officer may be able to help here or the regional team)
 8. The event – have some basic Agenda items –
 - welcome,
 - introductions,
 - discussion on what a Disabled Members officer could do,
 - any volunteers to give this role a go?
 9. If yes – move onto the next factsheet about setting up a Disabled Members Self Organised Group
 10. If no – back to the AGM and requesting a member to volunteer using the nomination process – you have a job description now which should help