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### ORGANISING ASSISTANT

Based in the NEU East Midlands Regional Office

(Nottingham NG8 6BA)

Permanent, part-time (4 days per week)

**Commencing salary £28,507 per annum plus £1,308 lunch allowance (to be paid pro-rata)**

The National Education Union is a force for change in the world of education, bringing together more than 450,000 teachers, lecturers, support staff and leaders working in maintained and independent schools and colleges across the UK.

The successful candidate will provide logistical, administration and outreach support to the field-based organising team in their region to help deliver national organising projects. The role is varied; providing administrative support to the senior organiser, supporting the organisation of workplace visits, events and conferences including follow up work and speaking to reps and members about their trade union membership and activity.

They will need to have excellent communication skills, be able to use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, as well as being able to use and maintain office database systems and online communication platforms.

We are looking for applicants who understand the importance of trade unions in a workplace, who can work flexibly as part of a team and who are able to prioritise, work under pressure and at times use their own initiative.

The post holder will be a member of the NEU’s national organising team and will be based in the East Midlands Regional Office in Nottingham. A driving licence is desirable, but not essential, as some travel to attend activities, conferences and meetings throughout the region will be required, as will occasional stays away from home.

Prospective applicants are also advised that your normal place of work will be the NEU office specified in this advert and that the NEU operates ‘Blended Working Arrangements’ for office based staff, which means you will typically need to be based in the designated NEU office for 3 to 4 days a week (based on a full-time contract), with the option to work the remaining days based at home, and subject to business needs. Travel arrangements will be discussed on a case-by-case basis at the interview or offer stage.

In addition to salary, we offer good conditions including a non-superannuable luncheon allowance currently set at £1308, 33 days annual leave plus Christmas closure days and a defined benefit pension scheme. Salary and benefits are pro-rata for part-time applicants.

Further details can be downloaded from our website at <https://neu.org.uk/working-neu> where applicants will be able to complete an online application on our recruitment portal. Closing date is **mid-day Thursday 11 July 2024**.

**THE UNION IS FUNDAMENTALLY COMMITTED TO EQUAL OPPORTUNIES IN ITS POLICIES AND PRACTICE**