**Branch Office Manager**

We are looking for an experienced manager with initiative, excellent communication and administrative skills and IT experience and expertise to support the branch office team of Somerset Health and Local Government & Community Branches.

**Location**

UNISON Branch Office, Taunton

**Starting salary**

£39,303 to £41,582 per annum, pro rata based on FT 35 hour week

**Closing date**

19th July 2024

**Hours**

21 hours per week

**Contract type**

Part time, permanent

**Reports to:**

Branch Secretaries

About this job

UNISON is Britain’s largest public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services.

The Somerset Local Government and Community branch is a busy branch of nearly 6000 members mainly in local government, schools and care providers. The Somerset Health branch has over 2000 members, mainly employed by local NHS trusts also covers some private nursing care providers. The Branch covers many employers over a large geographical area and the role will involve attending in person meetings across Somerset.

The branches are run by a branch committees made up of elected officers, who are lay members of UNISON. The branch provides advice and representation to members on issues at work, and also undertakes collective bargaining on local terms and conditions of employment.

Skills/experience required:

* team player with experience of leading a team alongside line management tasks
* good communication skills
* demonstratable ability to prioritise tasks
* proven administrative and secretarial skills with ability to create and maintain efficient administrative processes
* experience and expertise in using office equipment/systems and a full range of IT and digital packages, including Microsoft Word, Excel and Powerpoint
* co-ordination of internal and external communications with social media skills
* administration and minuting of committees/meetings and seminars
* an understanding of the trade unions and representation

How to apply

Please send a copy of the completed general application form along with a copy of the recruitment and disability form to micheal.duffy@somerset.gov.uk with the subject: BOM-App with your first name and surname.

Completed application forms must be received by no later than Friday 19th July 2024 at 5pm.

Interviews will be held at UNISON Southwest Offices in Taunton on Friday 9th August 2024 and will include a skills test.