**UNISON**

**Team Administrator – Yorkshire and Humberside**

**Starting salary: £34,162 per annum**

**Permanent, full-time: 35 hours per week**

**Ref: R13/57**

UNISON has a vacancy for a permanent Team Administrator based at our Yorkshire and Humberside Regional Office in Leeds.

In this key role, you will provide secretarial and administrative support to a team of Regional Organising Staff including:-

* full use of UNISON’s IT applications
* assisting with general office and clerical duties
* providing comprehensive administrative support to the team, individual members of staff and Committees
* assisting in providing basic advice and assistance on UNISON services and activities
* assisting with the maintenance of UNISON’s membership and CASE management records
* participating as necessary in the recruitment and retention of UNISON members

To succeed, you will need:

* to be an enthusiastic, flexible and resourceful individual
* the ability to provide comprehensive administrative support at all levels
* to be IT proficient in the use of Microsoft Office and other software packages, accurately touch typing at speed and help to maintain databases including our case management records
* the ability to draft correspondence and other documentation including agendas and minutes and to be able to take detailed notes at meetings/investigations
* the ability to co-ordinate meetings and events
* the ability to work on own initiative and as a team member providing support to the team as and when necessary
* For this role, you do not have to have a trade union background, but you do need to have an understanding and sympathy with the aims and values of the trade union movement

In return, excellent benefits include 32 days of annual leave (plus bank holidays) and final salary pension scheme.

For more information and to apply for this opportunity, please click the ‘[Apply Now](https://www.unison.org.uk/about/jobs/2024/06/yorkshire-humberside-region-team-administrator/)’ button above

**Closing date: Wednesday 31 July 2024 by 5pm**

**It is anticipated that interviews will be taking place at our Leeds office on 15 August 2024.**