**UNISON Eastern Region**

**PERSON SPECIFICATION**

**Branch Caseworker**

**PERSON SPECIFICATION**

UNISON Essex Branch desires to be an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way.

**Staff Management**

* Proven ability to effectively liaise and manage staff in a busy working environment.
* The ability to prioritise workloads

**Specialist, Technical and Administrative**

* Proven secretarial skills.
* Excellent Excel and word processing skills.
* Good working knowledge of relevant Information Technology applications – Microsoft Office.
* Proven experience in member representation and stewarding.
* Excellent organisational skills.
* Ability to maintain up to date financial and casework records on electronic databases
* ERA certified a preference
* Ability to set up and conduct virtual meetings

**Communication**

* Good written and verbal communication skills.
* Ability to service meetings.
* Ability to communicate through a range of media, including email, social media and website and newsletter articles.

**Recruitment, Negotiation, Organising and Representation**

* To support and regularly assist with branch and regional recruitment events, including designing newsletters and leaflets.
* To participate in regional campaigns, ballots, conferences and seminars as appropriate
* Basic knowledge of employment law

**Other**

* Proven ability to work as part of a small team and cope with a busy working environment.
* Good interpersonal skills.
* Ability to prioritise workload and work on own initiative and deal with conflicting priorities.
* Ability to maintain confidentiality and abide by GDPR regulations.
* Flexible attitude and approach.
* Empathy with the aims and objectives of UNISON and trade union issues