**About this Role**

The UNISON Essex Branch is currently recruiting a Branch Caseworker to support members across the Region.

The successful candidate will bring their experience and skills in assisting the Branch with individual casework. The successful candidate will be an experienced team player, have good communication and time management skills, including the ability to organise your own workload and effectively manage their priorities and those of the members they represent.

You will need to undertake a range of casework duties to support our members and activists including often working to tight deadlines and being responsible for updating and maintaining detailed, accurate and confidential records.

**About this job**

The Branch Caseworker position will initially be set at a 12-month fixed term appointment with a view to renewing the agreement to a permanent post. The successful applicant will undergo a 6-month probationary period.

The successful candidate will ideally have experience within trade unions or another equivalent UNISON Branch.

Amongst other duties commensurate with the job description, the role will be to primarily to assist the branch with:

Providing quality representation at disciplinary, grievance, sickness absence meetings and other aspects of membership representation as instructed by the Branch.

Assisting union organisation through the recruitment, training and development of stewards. This will include mentoring and shadowing stewards.

Assisting with general Branch administration duties.

The postholder will ultimately be responsible to the UNISON Essex Branch Manager.

You may very occasionally need to be prepared to travel across the county, in order to meet members at their workplaces when necessary. It is beneficial that the appointed person has their own transport.

To undertake this role, you must have good interpersonal and IT skills, excellent administrative and organisational skills and a good understanding and knowledge of the trade union movement.

The successful candidate will bring their experience and skills in one-to-one representation, communications and organising.

Previous experience of representation within a Trade Union branch is essential and will need to be evidenced.

ERA Certified or equivalent with a minimum is essential.

The Branch Caseworker must have a clear understanding of and commitment to equalities. They will be highly focused on providing member satisfaction with the service provided. They will have enthusiasm and commitment which motivates lay activists, new stewards, members, and potential members.

**Further information**

To apply for this opportunity, please email complete the attached Job Application Form and return to uebranchmanager@outlook.com

You should clearly state how you believe you meet the criteria in this job advertisement as well as including practical examples.

DEADLINE FOR APPLICATIONS: 27th January 2025.

INTERVIEW DATE: 7th February 2025.