UNISON is the UK’s leading public services trade union, with 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1,200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our 12 regions across the UK, including Northern Ireland.

**Project Co-ordinator (COVID 19 Public Inquiry)**

**Policy and Public Affairs**

**Starting Salary: £51,067 per annum plus £6,894 London Weighting Allowance**

**35 hours per week, 12 months fixed term**

**Unison Centre, London NW1**

**Ref: CCP/67T**

There has never been a more important time to change working lives and encourage those that are not members to join the union.

UNISON is looking for an enthusiastic, flexible and resourceful individual to join our Policy team where you’ll play a key part in collecting evidence and co-ordinating our interventions and communications on the on-going COVID 19 Public Inquiry.

You will be working with UNISON members on UNISON’s National Executive Council, regions, service groups, self-organised groups and branches to maximise our interventions. And co-ordinating and helping staff in the policy, communications and bargaining units.

The post involves organising a project team, supporting internal and external communications, liaising with the TUC, and political and technical interventions around the Inquiry.

You should have a good understanding of the role of trade unions in the workplace, labour market and employment rights issues, and your work will be guided by UNISON’s policies and objectives.

**How to apply**

An application form can be obtained by visiting [www.unison.org.uk/jobs](http://www.unison.org.uk/jobs). To apply for this opportunity please download and complete the General application form (under “Documents”). See job description and person specification (under “Documents”)

Please note that only the General application form will be accepted.

Please send a copy of the completed application form along with Recruitment and Disability monitoring form to hrrecruitment@unison.co.uk quoting **ref: CCP/67T.**

Completed application forms must be received no later than midday on Friday 31st January 2025.

Interviews are expected to be held in London on dates to be confirmed.

*UNISON is a dynamic, progressive union, committed to equality. We encourage men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people to work with us.*