

UNISON

Job Brief: Branch Organiser and Caseworker for Western Sussex Hospitals branch and Central Sussex Hospitals branch

Introduction

This branch employed post covers organising and representing members working for the NHS across Sussex for two UNISON branches. The main hospitals sites are located in Worthing, Chichester, Brighton and Haywards Heath. There are smaller hospitals and offices at Shoreham, Crawley, Newhaven and Lewes.

This is a 12 month project to support the work associated with the merger of two NHS Trusts creating a new Trust University Hospitals Sussex NHS Foundation Trust and the restructure to form an Integrated Care System NHS Sussex. The post will also support the process to merge the UNISON branches.

The Role

This post will cover UNISON Western Sussex Hospitals and Central Sussex Hospitals branches. The post is a branch employed role. The branches will be merging to form one branch

The post is full time. This is a fixed term post for 12 months.
Salary £33,839 per annum.

1. Staff in this post will be an enthusiastic and flexible resource for organising at branch level. The focus of the job is on collective consultations, casework; recruiting new members; developing branch communications; branch administration and will use mapping and campaigning to help develop new activists at a branch level.
- Undertake Branch level casework
 - Advising, supporting and mentoring branch officers and stewards in representation and negotiation; providing help with case preparation
 - Organise recruitment initiatives and campaigns on regular pitches on employer premises.
 - Works to recruitment targets providing regular reports on membership targets achieved and recruitment activities undertaken.
 - Evaluates the outcome of recruitment activities they have arranged to build an understanding of what works.
 - Advises and assists branches with the arrangements and administration of recruitment campaigns, by helping draft publicity, carry out mail shots and advising them on the purchase of promotional goods
 - Designs and make presentations to prospective members at Induction events.

- Develop effective methods for general Branch Communications
 - Undertake Branch administration where required
 - Assist in collective negotiations
 - Seeks to identify new activists they may meet during the course of recruitment events and provide them with the necessary information to enable them to participate in UNISON activities.
2. The role will play a key part in helping to achieve the targets arising out of the first of the four UNISON key objectives determined by the National Executive Council:
- Recruiting, organising and representing members.
 - Negotiating and bargaining on behalf of members and promoting equality.
 - Campaigning and promoting UNISON on behalf of members.
 - Developing an efficient and effective union.
3. The key aims of the union as detailed in the UNISON Rule Book seek to:
- i) Extend and promote our influence in the workplace and in the Community.
 - ii) Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all grades, black members, disabled members and lesbian, gay, bisexual and transgender members.
 - iii) Provide effective standards of service in the areas of representation and advice, information to members on the work of the union, the provision of financial benefits and the maintenance of educational facilities for members.
4. To further these aims, post holders have a strong commitment to the trade union movement and the ability to motivate potential members to join and participate in the activities of UNISON. They also have an understanding of equalities issues and commitment to building a diverse organisation.
5. The allocation of work is the responsibility of the designated manager. Areas of work are annually reviewed in discussion with the local organiser to meet the needs of the organisation and services to branches and members.

JOB DESCRIPTION

REPORTS TO: Branch Secretary

OVERALL SUMMARY

This post is key in supporting the Branch to establish organising frameworks. It covers organising, collective consultations and restructures, steward development and representation work as set out below.

Work Areas

- Organising
 - Recruitment Planning and Campaigning
 - Undertakes recruitment on regular pitches on employer premises.
 - Organising and developing lay member organisation
 - Collective Bargaining on local workplace issues developing stewards
 - Developing systems to build branch organisation and develop stewards
 - Research and information to support campaigning with stewards
 - Co-ordinating campaigns and activities with stewards
 - Development and maintenance of databases to track cases, collective negotiations and potential dates for recruitment and campaign events
 - Building Branch capacity e.g. systems, communications, press releases, newsletters, websites and building local and media profile.

- Representation
 - Collective bargaining at workplace level that includes negotiating of
 - Shift rotas
 - Working Patterns
 - New working arrangements
 - Restructures

 - Individual representation that covers:
 - Grievances
 - Disciplinarys
 - Sickness absence
 - Capability
 - Local workplace issues

General advice and guidance to members
Mentoring, developing and building individual capacity of activists

- Co-ordinator for Steward activities including casework, reorganisations and collective negotiations
- Understanding of the structure, pay and Terms and Conditions in the NHS
- Arranges recruitment initiatives at established employer premises and at public events.
- Extracts information from Regional Membership systems to help target recruitment activities.
- Evaluates the outcome of recruitment activities to build an understanding of what works.
- Designs and makes presentations to prospective members at induction events
- Assist with identifying and developing new activists.
- Assists branches with arrangements and administration of recruitment campaigns, by helping draft publicity, carry out mail shots and arranging the event.
- Works to recruitment targets to provide regular reports on membership targets achieved and recruitment activities undertaken.
- Works with Branches to develop suitable administrative systems and uses the WARMS membership database and Caseweb.
- Ability to travel to different sites Sussex-wide to undertake activities associated with role

FLEXIBILITY STATEMENT

This job description is not inflexible but is an outline and account of the main duties. Other duties may be required to be performed from time to time in line with the jobholders grade, experience and job title.

Any changes will be discussed fully and agreed with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

CONFIDENTIALITY

As an employee of UNISON you may gain privileged knowledge of a highly confidential nature relating to private affairs, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties,

and details of items under consideration by NHS organisations. Such information should not be divulged or passed to any unauthorised person or persons, and the requirements of UNISONs Code of Conduct for Employees in Respect of Confidentiality must be adhered to with particular regard to the responsibilities of individuals and the organisation under appropriate legislation, notably the General Data Protection Regulations.

EMPLOYEE RIGHTS

As an employee you have the right to be treated fairly, with courtesy and understanding. You have the right to be treated in a way that promotes equality for all and respect of individual differences. You also have personal responsibility for treating others in this way.

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Person Specification and Selection Criteria

UNISON is 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 interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Heading	Selection criteria
Thinking	<ol style="list-style-type: none"> 1. Experience of developing solutions to resolve problems including <ol style="list-style-type: none"> 1.1 analysing information and statistical data 1.2 research including carrying out workplace mapping 1.3 developing materials e.g. publicity 1.4 developing campaign plans 1.5 drafting statements of case 1.6 planning and organising meetings 2. Learning and Development <ol style="list-style-type: none"> 2.1 ability to identify training needs of others 2.2 can demonstrate continuous personal learning development 3. Experience of solving straightforward problems
Interpersonal and Communication	<ol style="list-style-type: none"> 4. Experience of motivating people to participate in activities including: <ol style="list-style-type: none"> 4.1 making presentations 4.2 influencing outcomes at meetings 4.3 mentoring and coaching 4.4 writing newsletters, leaflets etc 4.5 co-ordinating steward activity including casework, reorganisations and collective negotiations 5. Experience of giving advice and representing members including:

	<p>5.1 conciliation skills to resolve disagreements</p> <p>5.2 responding effectively to people who are angry and upset</p> <p>5.3 experience of collective consultations including collating formal responses to employers</p>
Initiative and Independence	<p>6. Experience of prioritising own workload including:</p> <p>6.1 decision making within guidelines</p> <p>6.2 following policies and procedures</p> <p>6.3 devolving work to others appropriately.</p>
Resource management	<p>7. Experience of handling or processing material financial or & information resources including:</p> <p>7.1 time management</p> <p>7.2 Information management</p> <p>7.3 maintaining confidential information.</p>
Physical Skills <i>(with DDA modification where necessary)</i>	<p>8. Occasional light lifting of materials</p> <p>9. Ability to travel</p>
General knowledge	<p>10. An understanding of and commitment to the principles of equality and democracy.</p> <p>11. A Working knowledge of Employment Law.</p> <p>12. An understanding of the role of trade unions and the social and political environment in which the union operates.</p> <p>13. ICT packages including Microsoft Office suite.</p> <p>14. Keeping accurate information on databases</p> <p>15. An understanding of the structure, pay and terms and conditions in the NHS</p>