



Unison Executive Committee - Officerships

Honoraria Up To A Maximum Of £200 (subject to tax) Payable Upon Application For Work Undertaken

FOR ALL POSITIONS WE OFFER:

Free Training if required to ensure you have the skills to undertake the role.

On-going mentoring, support and encouragement.

FOR FURTHER INFORMATION OR A NO OBLIGATION CHAT, PLEASE CONTACT AMBER ROBINSON BRANCH SECRETARY



07786330404



ul-stokecityv@unison.org.uk

EQUALITY OFFICER



The role involves:

- Advising the branch officers and branch committee in respect of matters relating to equal opportunities.
- Advising and supporting the branch officers and branch committee in respect of equal opportunities and collective bargaining issues in conjunction with the Women's Officer.
- Advising the branch officers and branch committee on the development and monitoring of any action plan to achieve proportionality and fair representation in conjunction with the Women's Officer.
- Advising and supporting the development of any self organised groups on behalf of the Branch Committee, with the exception of a Women's Group.
- Developing and promoting training opportunities for all disadvantaged members and activists within the branch.
- Advising and where appropriate, representing, individual members in liaison with the appropriate convenor.
- Advising on equality issues as far as is possible for LGBT and/or black members when the LGBT or Black Members' Officer post is vacant.

YOUTH OFFICER (must be aged under 27)

Unison has around 63,000 young members. Young members make a difference in the workplace by campaigning on the issues that affect them directly, such as job security and training, apprenticeships, workplace rights, pay and conditions problems and bullying. As a young member you can take part in all Unison campaigns and a place is always reserved for a young member to attend the National Delegate & Local Government Conferences held during June each year. The role involves:

- Making contact with young members and non-members to encourage interest in the union.
- Liaising with other branch officers and the branch committee on issues affecting young people.
- Attending regional youth meetings and reporting current issues to the branch committee.
- Co-operating with Regional initiatives.

MEMBERSHIP & RECRUITMENT SECRETARY

The role involves:

- Organising recruitment activity.
- Liaising with the Branch Secretary and Convenors on recruitment ideas and input into the branch a proposed recruitment strategy.

**City of Stoke-on-Trent
Local Government
Branch
40 Kingsway
Stoke
Stoke-on-Trent
ST4 1JH**



Unison Branch Officerships



Unison Stoke



@UnisonStoke



stokeunison.wordpress.com



Unison Executive Committee—Officerships

WELFARE SECRETARY



The role involves:

- Making contact with members/retired members who are known to be ill or need help.
- Advising and making members aware of welfare services, legal aid and welfare benefits and providing the necessary support.

It is also the Welfare Officer's responsibility to:

- Inform branch officers, stewards, workplace representatives and employers about the work of There For You.
- Make sure that members seeking welfare assistance receive a quick and effective response.
- Link with their Regional Welfare Committee and There For You to ensure that welfare support is provided effectively.
- Develop and implement local welfare activity.
 - Develop links with charities and organisations.



If you are a member who wants to be a Branch Welfare Officer, you need good listening skills and the ability to empathise without being judgemental. There For You Provides training to equip Branch Welfare Officers with the skills they need for the role. A two day training course paid by the branch helps Welfare Officers to:



- Understand their role and the confidentiality it involves.
- Learn about Unison Welfare.
- Develop influencing and communication skills.
- Promote welfare to managers.
- Improve presentation skills.
- Learn to handle problems assertively.

Anyone who is interested in this role needs to understand it potentially could be time consuming when juggled with full time normal employment duties.

LESBIAN, GAY, BISEXUAL & TRANSGENDER MEMBERS' OFFICER (MALE) - to job share with the female officer.



Trade unions exist to improve the working lives of their members. Lesbian, Gay, Bisexual and Transgender workers face harassment and discrimination. It's hard to deal with it on your own.

Joining Unison gives you a voice in the UK's largest public service union, committed to working for LGBT rights. LGBT members organise locally and nationally to support each other, to identify and challenge discrimination, to increase awareness of LGBT rights and to campaign for change.

The role involves:

- Advising the branch and branch committee in respect of matters relating to Lesbian, Gay, Bisexual and Transgender issues.
- Advising the branch officers and committee on the development and monitoring of any action plan to achieve fair representation in conjunction with the Equality Officer.
- Advising and supporting the development of a Self Organised Lesbian, Gay Bisexual and Transgender members' group on behalf of the branch committee.
- Developing and promoting training opportunities for Lesbian, Gay, Bisexual & Transgender members within the branch.
- Advising and where appropriate representing individual Lesbian, Gay, Bisexual and Transgender members in liaison with the appropriate Convenor.

Unison Branch Officerships



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Unison Branch Officerships

EDUCATION SECRETARY

The role involves:

- Promoting trade union education within the branch.
- Ensuring that all Stewards and Health and Safety Representatives have access to relevant training.
- Liaising with regional Education Officers.
- Organising regular meetings, at least two annually of Union Learning Representatives and to co-ordinate their ongoing activities.



INTERNATIONAL RELATIONS OFFICER

The role involves:

- Ensuring that members are informed about national policy on international matters, and encouraging members to be aware of the importance of these issues within the work of the union.
- Liaising with the City Council/North Staffs Trades Council/Regional International Committee and other relevant bodies, as appropriate.
- Promoting solidarity and sustaining relevant campaigning.



COMMUNICATIONS OFFICER

The role involves:

- Promoting Unison's benefits and services and explaining how members can get access to them.
- Producing information for new-sheets and bulletins for distribution to members.
- Ensuring that nationally and regionally produced publicity/campaign materials are distributed to members.
- Monitoring local and regional media for news items which affect branch members.
- Ensuring effective contact with the media whenever necessary, in conjunction with the branch secretary/chairperson.



WORKPLACE STEWARDS

The role involves:

- Being the first line of general service to members.
- Recruiting and maintaining membership and ensuring that membership records are kept up to date.
- Investigating and acting upon any complaint or difficulty and representing members in discussions and negotiations with managers, where appropriate.
- Referring any difficulties/problems to, or seeking advice from the Convenor.
- Observing all agreements to which the union is party, and taking reasonable steps to ensure that members are aware of agreements and observe them.
- Keeping members informed of all relevant industrial relations and trade union issues.
- Liaising with other Stewards and Health and Safety representatives in the service group.
- Attending appropriate training courses organised by Unison.
- Representing members at service group and branch committee meetings.
- Also holding the post of Health and Safety Representative, unless this duty is declined in writing to the Branch Secretary.