



UNISON, Temple Court,
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Wednesday, 03 June 2009

Oxfordshire Health Branch ORGANISER and CASE WORKER(s).

Fixed Term Secondment Opportunity - working for the Oxfordshire Health Branch as an organiser, 2 days per week (15 hours) for 6 months. Based in the branch office and reporting to the Branch Secretary – you will also provide monthly reports in person to the Branch Committee and keep a daily diary of your activities. Secondment on the basis of your current salary - (holidays, prorata – bank holidays as NHS). Branch to pay travel costs at 40p per mile and calculated as per NHS formula. We will not be paying subsistence. **This job may be done as a job share 2 x 1 day per week.**

We are looking to second a branch member who is an experienced ERA certified steward 2 days a week mainly to work with members in the private and voluntary sector.

Objectives -

- Support members particularly in areas where we have no union recognition or no stewards – particularly with case work where you will have responsibility for ensuring it is handled efficiently and in a timely fashion.
- In addition you will work to build a team of Stewards, Health and Safety Reps and Learning Reps and workplace contacts. You will maintain regular contact with new reps and will help identifying training courses and facilitating their attendance.
- You will work with office admin staff and reps to update membership records on the RMS - map workplaces and then achieve a 10% recruitment of new members.
- Work to improve communications - negotiating union notice boards, email networks etc, helping reps to prepare case work, until they have completed the appropriate training.
- Support and build branch initiatives such as socials, Health and Safety week.
- Ensure regular contributions from members to the Branch newspaper.
- You will help organise monthly recruitment events.
- You will assist in preparing a bid to the regional pool for part funding for this work.

OUTCOME – beginning to build self sufficient team of reps at the in parts of the private sector which supports campaigns for union recognition and has strong links with a growing membership and the branch.

How the secondment would work.

Contact your employer and get your secondment policy – ask your employer the costs of seconding you one or two days a week for 6 months (should be 10% or 20% of your gross wages plus the employer's on costs). Check your employer would be prepared to release you and check when the secondment could start prior to interview. Bring this information to the interview. (Such secondments have been agreed in the past by Oxfordshire Primary Care Trust and Oxfordshire & Buckinghamshire Mental Health Trust).

Please ensure that your employer understands that this is NOT a permanent secondment.

This job may be done as a job share 2 x 1 day per week.

During this secondment you will be expected to continue other branch responsibilities as before.

Making the application.

Please submit a short letter of application (less than 1000 words) by noon June 15th 2009 (by email or post) to the UNISON Branch Secretary at the branch office or to secretary@unisonoxonhealth.org.uk. (If sending by email get an email acknowledgement your application has been received). At the same time please submit a short reference from one of the branch convenors or senior stewards.

Shortlisted candidates will be interviewed by the joint Branch Chairs and Branch Secretary. Their decision will be final. We aim to get this secondment started as soon as possible.

Previous secondments have involved –

- Building PCT stewards and reps committees prior to merger.
- Developing a Black and Minority Ethnic network across the branch.
- Developing branch communications.
- Organising / case work in the private sector.

Person Specification

Essential

- Accreditation under the Employment Relations Act.
- At least one years experience in dealing with grievances and disciplinaries,

Desirable

- Good understanding of TUPE and principles of Organisational change.
- An understanding of issues regarding overseas workers.

You also need to be

Good Communicator, an effective leader and have good computer literacy.

Good at negotiating – Direct confrontation with management is particularly problematic in areas of low density and insecure employment contracts. You need to be a good team player working with Branch Committee members and stewards and contacts but recognising branch resources are over stretched so **you** need to be able to lead this initiative and develop new leaders in the workplace.

You will also need a current driving licence and access to a motor vehicle.

Resources

If you need one the branch will allocate you a laptop computer and mobile phone for the duration of the project.