UNISON

Yorkshire and Humberside

TEAM ADMINISTRATOR

JOB DESCRIPTION

Grade: U13 to U15

Salary: currently £28,343 pa on a scale rising by annual increments to an eventual maximum of £29,974

Hours: 35 per week (flexible working scheme)

Location: UNISON Yorkshire and Humberside - Leeds

Job Purpose: To provide secretarial support and some administrative support either to a team of Regional Organising staff or to members of the Regional Management Team

Reports to: Head of Corporate Services

Key tasks and Responsibilities

* Provide a secretarial and administrative support service, as required – using UNISON’s IT applications.
* Assist with the general office and clerical duties – filing, brought forwards, internal/external post, calendar appointments, switchboard relief etc.
* Provide support, as required, on Regional Education and training processes.
* Provide administrative support for meetings including minute taking, compilation of agendas, minutes and routine letters.
* Provide Administative support to the team and individual members of staff to ensure the efficient delivery of UNISON’s key objectives
* Assist in the briefing/up-date of Branches, as required, on Regional processes.
* Assist in providing basic advice and assistance on UNISON services and activities to Branches and members.
* Participate as required in recruitment and retention of UNISON members
* Provide support for local and national ballots and campaigns – as appropriate.
* Support efficient and appropriate mailing, distribution and communication links between Region, Branch and membership eg steward networks, user group lists etc.
* Provide basic IT support to the Team

- Assist with the maintenance of UNISON’s membership and Case Management records and any other database applications

* Assist Teams and Committees in the preparation and administration of budgets.
* Assist in the provision of site support services e.g. ordering stationery, publicity supplies, office provisions and liaison with service providers on basic contract standards.

**UNISON**

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# TEAM ADMINISTRATOR

**PERSON SPECIFICATION**

* Ability to provide comprehensive secretarial and administrative support at all levels
* Ability to touch type at speed (50wpm or above), with precision
* Ability to use Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
* Ability to draft correspondence and other documentation. Experience of drafting agendas and recording and drafting minutes of meetings and taking detailed notes
* Ability to communicate with a diverse range of individuals at all levels and using a range of methods including face to face, telephone and email. Including experience of dealing with angry or upset clients both in person and by telephone
* Ability to work on own initiative and also as a team member, providing support to the team as and when necessary
* Experience of general office administration, including postal and switchboard/reception duties
* Limited knowledge of finance and accounts
* A knowledge of the Trade Union Movement and sympathy with its objectives are desirable