

**SENIOR TEAM ADMINISTRATOR  
SOUTH WEST REGION  
REF: R10/35**

**JOB DESCRIPTION**

Grade: 6

Hours: 35 per week (flexible working)

Location: UNISON Regional Office - Bristol

Reports to: Regional Manager

**Overall Summary**

The postholder's role is to provide administrative support to the members of the Regional Management Team and supervise the smooth running of the office

**Key Tasks and Responsibilities**

Key tasks and responsibilities appropriate to this post as listed below.

**Communication**

Prepare and present information to meetings. Communicate with regional staff and activists and liaise with outside organisations concerning booking of venue, ordering equipment and catering arrangements. Persuade branches to follow UNISON rules and adhere to good practices

Support efficient and appropriate mailings, distribution and communication links between Region, Branch and Membership e.g. steward networks, user group lists etc.

**Administrative**

Prepare letters, reports, agendas and minutes as appropriate. Introduce work plans and undertake follow up action from regional meetings. Manage tight and conflicting deadlines. Prepare and monitor budgets, maintain files

Provide a support service, as required, to the Team – using UNISON's IT applications.

General office and clerical duties – filing, brought forwards, internal/external post, diary appointments, switchboard relief etc.

Provide site support services e.g. ordering stationery, publicity supplies, office provisions and liaison with service providers on basic contract standards.

**Organisational**

Provide basic advice and assistance on UNISON services and activities.

Provide support for local and national ballots and campaigns, as appropriate.

Maintenance of UNISON membership records and provision of support to branches in using UNISON's membership system.

Assist Teams with providing support to branches in preparing and administering their budgets.

Organise administrative support for recruitment drives including producing newsletters and despatching recruitment literature.

### **Supervision of Staff**

Provide day to day supervision of staff to ensure the effective running of the Team.

### **General/Other**

Any other duties relevant to the key tasks and responsibilities identified above. There may be occasions to work in the evening or at the week-end for which time off in lieu will be available.

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**PERSON SPECIFICATION**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of Interviewing Panels judge the qualities of the 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.

**Communication Skills**

Ability to present information in written or oral form in a clear and concise manner.

Ability to communicate effectively with both staff and members at all levels

Ability to work on own initiative and also as a team member

Good interpersonal skills, specifically in dealing with difficult situations

**Administrative**

Administration experience and knowledge of office procedures both manual and electronic.

Experience of Committee Administration and related organisational requirements

Knowledge and experience of budget and financial procedures

Proficiency in using various IT applications, data systems, word, excel, outlook, power point and the web.

**Supervision**

Ability to supervise a small group of staff in a team, allocate work and identify the training needs of those staff.

**Specialist/Technical**

Ability and knowledge of information technology systems and applications e.g. membership, financial and other data systems. Ability to update and maintain data systems.

**Organisational**

Ability to prioritise own work and work without supervision

Ability to supervise and coach staff

## **General/Other**

Commitment to and an understanding of equal opportunities.

Knowledge, commitment to and an understanding of UNISON's aims and values and of trade unions.

## **Other Information**

Please submit **three** copies of your completed application form.

Completed application forms must be received by Julie Williams at [sw.jobs@unison.co.uk](mailto:sw.jobs@unison.co.uk) or by post to UNISON House, Emperor Way, Exeter, EX1 3QS along with recruitment and Disability Monitoring forms, quoting reference **R10/35**.

The closing date for completed applications is **Monday 13<sup>th</sup> February 2023**.

Interviews will be held on 22<sup>nd</sup> February in Bristol.