

UNISON

Job Brief: Assistant National Officer - Education and Children's Services Group (Fixed term contract until 31 December 2025) – BNE/23T

Introduction

1. UNISON is UK's leading public services trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

UNISON is the leading public services union across education and children's services, local government, the NHS, community and voluntary sector, and a range of private and public sector employers where we negotiate pay and terms and conditions of employment.

The Role

2. The Assistant National Officer is a key generic organising role with responsibility for supporting the national officer in providing policy advice and guidance to the union including the lay member structures; providing support and guidance to regions, branches and full time officials.
 - Supports organising, recruitment and campaign activities in UNISON-wide campaign activities.
 - Provides national policy advice, research, data and bargaining support and guidance, using digital packages
 - Contributes to UNISON responses to government consultations.
 - Provides support and assistance to regions and branches and regional organisers and staff, as appropriate.
 - Liaises and co-ordinates relations with appropriate government departments employers organisations and other bodies
 - Assisting, where appropriate, in research to support branches regions and full time officials
 - Prepare reports, briefings, agendas and minutes.
 - Maintain appropriate files and storage using electronic systems
 - Arranges meetings and seminars

- Where appropriate delivers presentations to seminars and conferences
- Provides administrative support to national organising staff

The role of the Assistant National Officer is generic and the allocation of their areas of work is the responsibility of the National Secretary. Areas of work are interchangeable and are annually reviewed in discussion with the Assistant National Officer to meet the needs of the organisation and service to regions, branches and members.

This Post

This is a full time post, with one month's notice. The successful candidate will join the team at UNISON Centre leading on policy and bargaining within education and children's services at a UK-level.

Specific areas of work will include playing a leading role in providing bargaining support, research, campaigning and committee work across the education team, with specific work on higher and further education.

This post would suit candidates who can write well, have experience in analysing information and statistical data, have an interest in education policy and workforce issues, have good communication skills including using social media, have well developed skills in relation to the use of online meeting and webinar platforms, and have the ability to work well in a team and to work to deadlines in a pressurised environment.

Working Time

While the Assistant National Officer post can be a demanding position, requiring some attendance at meetings outside of the conventional working day, UNISON is a strong supporter of the work/life balance ethos and has a cross union flexible working policy. Post holders will therefore prioritise their working arrangements in such a way as to demonstrate by example their personal commitment to these aims in partnership with senior lay officials

UNISON's Aims

The key aims of the union as detailed in our 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, 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

UNISON

ASSISTANT NATIONAL OFFICER **REF: BNE/23**

EDUCATION AND CHILDREN'S SERVICES

JOB DESCRIPTION

Grade: 5

Hours: 35 per week

Location UNISON Centre

Reports to: National Secretary or Senior National Officer as appropriate

Overall Summary

The role of the Assistant National Officer is to assist in the development of policy advice to UNISON's lay member structure, support negotiating initiatives with employers, and to participate in campaigning activities. They will provide administrative and related support to national organising staff and service lay member structure as appropriate.

Key Tasks and Responsibilities

This is a generic post and the duties will be drawn from the following:

Policy and Bargaining Support

- Researching and preparing draft papers, reports or claims for the lay member structure or for submission to employers and outside organisations.
- Drafting survey questionnaires, assisting as appropriate in their distribution, and analysing results.
- Undertaking statistical analysis of pay bargaining data and other information as may be required, using electronic IT systems where appropriate.
- Preparing circulars, bulletins and publicity material for regions, branches or members.

- Assisting with the provision of information and advice to regions and branches.
- Assisting with the organisation of campaigns and related events

Organisational and Recruitment

- Assisting with the co-ordination of national campaign activities and undertaking appropriate work, as may be required.
- Supporting and assisting in the development of recruitment initiatives.
- Assisting in the organising of seminars and sector conferences

Communication and Research

- Liaising with appropriate national and regional staff.
- Liaising with and co-ordinating, as required, work with employer organisations or other outside bodies or individuals.
- Using electronic IT systems, e.g. e-mail and Internet, to communicate with other parties. Keeping up to date and writing and uploading materials for the relevant sections of UNISON's website.
- Liaising and co-ordinating, as appropriate, work with other sections/ departments, regions, and outside organisations

Administrative

- Preparing reports, agendas and minutes and undertaking executive action following meetings, as appropriate.
- Maintaining appropriate files and storage of records/information, using electronic IT systems where appropriate.
- Making arrangements for meetings and carrying out associated work or, liaison with other organisations or individuals making these arrangements.
- Providing administrative support to national organising staff
- Assisting in preparing reports, including service group or sector annual reports.
- Maintaining records and files in accordance with the union's procedures
- Assisting in the administration and conduct of national ballots

General/Other

- Any other duties relevant to the overall responsibilities of the post

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ASSISTANT NATIONAL OFFICER

REF: BNE/23

EDUCATION AND CHILDREN'S SERVICES

PERSON SPECIFICATION AND SELECTION CRITERIA

Assessment code

A – application

As– assessment

PI – panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 Experience of developing solutions to resolve problems including <ul style="list-style-type: none">• analysing information and statistical data• research• drafting action plans• providing policy advice and interpretation• considering ways of progressing action through meetings• Assisting with the preparation of claims• Developing design of campaigns	A & As & PI
	1.2 Learning and Development <ul style="list-style-type: none">• Can demonstrate continuous personal learning development	A & As & PI
2. Interpersonal and Communication	2.1 Excellent communication skills including <ul style="list-style-type: none">• Ability to communicate effectively in range of formats and circumstances• Ability to contribute to discussions at meetings• Ability to facilitate meetings• Ability to write speeches, produce reports, bulletins etc.• Ability to give advice to members on rights and benefits	A & As & PI

	<ul style="list-style-type: none"> Ability to work effectively with branches, regions and other departments. <p>2.2 Experience of effective Team working</p>	A & As
3. Initiative and Independence	3.1 Experience of prioritising own workload including <ul style="list-style-type: none"> decision making within guidelines following policies and procedures devolving work to others appropriately 	A & As
4. Resource management	4.1 Experience of Project co-ordination including <ul style="list-style-type: none"> time management controlling expenditure maintaining confidential information 	A & PI & As
5. Physical Skills <i>(with DDA modification where necessary)</i>	5.1 Keyboard skills 5.2 Occasional light lifting of materials 5.3 Ability to travel	A A A
6. General knowledge	6.1 An understanding of and commitment to the principles of equality and democracy 6.2 An understanding of the role of trade unions and the social and political environment in which the union operates 6.3 Ability to recognise the political dimension of issues both in terms of UNISON's structures/policies and those of other unions and employers with whom UNISON deals. 6.4 Understanding of UNISON's policies and procedures or demonstrable capacity to develop such understanding based upon previous experience and/or interests. 6.5 ICT packages including Microsoft Office suite	A & As & PI A & As & PI A & As & PI A & As & PI A