



**LEICESTERSHIRE HEALTH BRANCH
BRANCH ORGANISER**

**FIXED TERM to 31 July 2024 (with the potential to become permanent),
35 HOURS PER WEEK (FULL-TIME)**

Introduction

UNISON Leicestershire Health Branch organises workers working in health and care sectors in Leicester. We are one of fifty-four branches that combine to form the East Midlands Region of UNISON. Our Regional Centre is based in Nottingham.

UNISON is the leading public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services.

The Branch Organiser Role

1. The Branch Organiser is a key role. You will be an enthusiastic and flexible resource for organising at local and regional level. The focus of the job is on recruiting new members directly – one-to-one; using simple issue-based campaigning; carrying out leaflet drops; going to induction sessions; helping to draft local and one-off recruitment materials.
2. You will be more than simple recruiter, you will use workplace mapping and campaigning to help build the unions organisation, through developing new workplace activists who will act as a union ambassador in the workplace and provide leadership for the branch.

The Branch Organiser will:

- Arrange recruitment initiatives on employer premises, greenfield sites, and at public events.
- Extract information from the Union's membership system (WARMS) and build a map of the branch, helping to decide target recruitment activities.
- Evaluate the outcome of recruitment activities to build an understanding of what works.
- Contribute to the development of recruitment campaigns.
- Design and make presentations to prospective members at Induction events.
- Seek to identify new activists they may meet during recruitment events and provide them with the necessary information to enable them to participate in UNISON activities.
- Gives basic advice to lay representatives, members and non-members.
- Accompany members to employer meetings in low-level cases of sickness monitoring, disciplinary procedures and grievances.



- Advise and assist the elected branch officials and UNISON staff with the arrangements and administration of recruitment campaigns, by helping draft publicity, carry out mail shots and advising them on the purchase of promotional goods.
 - Work to develop recruitment targets for the branch providing regular reports on membership targets achieved and recruitment activities undertaken.
3. 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 and 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.
4. To further these aims, post-holders have a strong commitment to the trade union movement and the ability to motivate potential members to join and participate in the activities of UNISON. They also have an understanding of equalities issues and commitment to building a diverse organisation. They must demonstrate an enthusiastic and proactive approach to recruitment which encourages, motivates and enthuses colleagues and lay member activists.



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JOB DESCRIPTION

GRADE: UNISON GRADE 7

REPORTS TO: BRANCH SECRETARY (branch staffing sub-committee)

OVERALL SUMMARY

The post-holder will focus on building branch organisation through the recruitment of new members, identifying and recruiting workplace representatives and accompanying members to employer meetings in cases of low level disciplinarys, sickness meetings and grievances.

Work Areas

- Arranges recruitment initiatives at established employer premises, on greenfield sites and at public events.
- Extracts information from the Union's membership system to help target recruitment activities.
- Evaluate the outcome of recruitment activities to build an understanding of what works.
- Contributes to the development of recruitment campaigns.
- Designs and makes presentations to prospective members at induction events.
- Identify and developing new activists.
- Assists with arrangements and administration of recruitment campaigns, by helping draft publicity, carry out mail shots and arranging the event.
- Works to recruitment targets to provide regular reports on membership targets achieved and recruitment activities undertaken.
- Works to develop suitable administrative systems.
- Undertakes other duties as required by the grade definition or job profile of this post.
- Accompanying members to employer meetings in cases of low level disciplinarys, sickness meetings and grievances
- Advising and supporting the development of organising initiatives that lead to the recruitment of new members and activists.



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PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON Leicestershire Health Branch is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age.

This person specification is designed to help members of interviewing panels judge the qualities of 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.

Heading	Selection Criteria
Thinking	<ol style="list-style-type: none">1. Experience of solving straightforward problems including:<ol style="list-style-type: none">1.1 practical problem solving1.2 planning and organising meetings1.3 analysing information.2. Learning and Development<ol style="list-style-type: none">2.1 ability to identify development needs of others2.2 commitment to continuous personal learning and development.
Interpersonal & Communication	<ol style="list-style-type: none">3. Experience of advising, guiding or persuading using interpersonal skills to respond to the needs of others:<ol style="list-style-type: none">3.1 influencing others3.2 giving advice3.3 drafting correspondence newsletters minutes etc3.4 assisting in presentations.4. Experience of giving basic advice including:<ol style="list-style-type: none">4.1 member/customer care4.2 evidence of dealing with people who are angry or upset.5. Experience of effectively working in a team environment.



Initiative & Independence	6. Experience of organising and prioritising own workload including: 6.1 decision making within guidelines 6.2 following policies and procedures.
Resource Management	7. Experience of handling or processing material financial or & information resources including: 7.1 time management 7.2 information management 7.3 monitoring expenditure 7.4 maintaining confidential information.
Physical Skills <i>(with DDA modification where necessary)</i>	8. Lifting light equipment 9. Ability to travel
General Knowledge	10. Understanding of and commitment to the principles of equality and democracy. 11. General understanding of employment issues. 12. Understanding of the basics of employment law. 13. Understanding of the role of trade unions. 14. ICT packages including Microsoft Office suite.

Other Information

Please e-mail your completed Application form along with the Recruitment and Disability Monitoring Forms to leicestershirehealth@unison.co.uk

Please title your e-mail LHB/01T Branch Organiser

The closing date for applications is **23:59 hours Wednesday 15th November 2023**

Interviews will be held on **Tuesday, 28 November 2023 in Leicester.**