



Job Title: Case Worker

12 months fixed term

Based at Oxford Road Campus, Manchester

Salary: £31,119 per annum (Unison Pay Scale Grade 7)

37.5 Hours Per Week (Flexible working)

Unison's Manchester University Healthcare Branch is currently recruiting a Case Worker to support members in core and outsourced employers across the Oxford Road Campus in Central Manchester. Successful candidates will bring their experience and skills in assisting the Branch to recruit, identify new activists as well as undertaking individual casework.

The successful candidate will be an experienced team player, have good communication and time management skills, including the ability to organise your own workload and effectively manage your priorities. You will need to undertake a range of development and casework duties to support our members and activists including often working to tight deadlines and being responsible for updating and maintaining accurate and confidential records.

About this job

The Case Worker post is for a 12 month period. The successful candidate will work across the Oxford Road Campus within the ancillary employers in the public, private and voluntary sectors in which members of the Branch work. Amongst other duties commensurate with the job description, the role will be to primarily to assist the branch with:

- Providing quality representation at disciplinary, grievance, sickness absence meetings and other aspects of membership representation as instructed by the Branch Secretary, Branch Manager or Central Site Lead
- Mentoring and shadowing stewards with casework/preparation and organising/campaigning activity
- The strategic development and execution of the branch's core campaigns
- Supporting branch communications
- Undertaking individual and collective casework to support members in public, private and voluntary sector employers

The postholder will ultimately be responsible to the UNISON Manchester University Healthcare Branch Secretary with line management being provided by the ORC site lead

Predominantly the postholder will work within normal operating hours Monday to Friday. However, flexibility is essential and primarily needs to meet the requirements of the Branch.

To undertake this role you must have good interpersonal and IT skills, excellent administrative and organisational skills and a good understanding and knowledge of the trade union movement. The successful candidate will bring their experience and skills in one to one representation, communications, recruitment, organising and campaigning. To undertake this role you will need to be able to demonstrate experience and knowledge of the Trade Union and Labour movement. Previous experience of representation, as a recruiter, organiser and campaigner within a TU branch or within a similar organisation is essential.

The Case Worker must have a clear understanding of equalities and how to increase participation in a member based organisation using different media platforms to raise UNISON'S profile.

They will have enthusiasm and commitment which motivates lay activists, new stewards members and potential members.