

South Lanarkshire Branch
21 Beckford Street,
Hamilton. ML3 0BT
Tel. 01698 454690



BRANCH CASEWORKER - JOB DESCRIPTION

GRADE: UNISON Grade 5 - £34,864
HOURS: 35 per week flexible
REPORTS TO: Branch Secretary

OVERALL SUMMARY

The key responsibility of the post is in supporting the branch to maintain appropriate levels of representation for members and to establish organising frameworks in the branch. It covers representation work and organising as set out below. However the main focus of the post will be on representation.

Work Areas

- **Representation**
 - Individual representation that covers:

Grievances, disciplinaries, local workplace issues, general advice and guidance to members, mentoring and building individual capacity of activists
 - Collective bargaining at workplace level that includes negotiating of

Shift rotas, working patterns, new working arrangements, health and safety issues, training and learning agreements, local facilities agreements
- **Organising – assisting the branch in**
 - Recruitment planning and campaigning
 - Mentoring and training new stewards
 - Collective Bargaining on local workplace issues
 - Developing systems to support organising
 - Research and information to support effective representation and campaigning
 - Co-ordinating campaigns and activities
- **Undertakes other duties as required by the grade definition or job profile of this post.**