



JOB TITLE Trade Union Employment Representative / Trade Union Caseworker / HQ Caseworker

LOCATION Based at Head Office in Derby, with requirement to travel for casework

HOURS Full time working of 5 days per week (35 hours), with consideration for part-time and job share opportunities

An ideal opportunity has arisen for an experienced employment caseworker to join our not for profit union for education, early years & childcare professionals.

We offer a competitive annual salary commencing at £27,892 per annum, with potential annual increments leading up to £32,749 per annum, based on a 35-hour week. Varied additional benefits are offered including a contributory pension scheme and a health care cash plan (paid for by the organisation).

This role is based working at the Head Office in Derby, with the requirement to travel to meetings and provide casework support for our members who are based throughout the UK. A driving licence and use of a car would be beneficial for the role, for long distance business travel a lease car can be provided.

Voice represents a united strength that will support, protect and listen to our members throughout their career, and we believe that every professional in education, early years and childcare has a right to be heard. That's why we offer a service that can enrich the working life of members.

This role is to –

- To undertake casework; advising and supporting members, throughout the UK, being flexible in the area covered.
- Support will be on challenging issues arising from their employment within an educational environment.
- To act, in rotation with other HQ Caseworkers, as telephone Duty Officer within Derby HQ.
- To provide a prompt response to members' queries and, if unable to do so, to ensure they are clearly directed to another officer for a response.

- To represent Voice at consultation/negotiation meetings with local, regional or national bodies or organisations.
- To assist in the preparation and delivery of training for Voice's staff and activists.
- To undertake specific member recruitment activities in line with strategic objectives and seek opportunities to recruit new members on the back of casework and member interactions. To attend recruitment fairs, NQT meetings, and proactively approach employers directly etc.
- To provide support to activists within the UK.
- To seek to recruit new activists to train as Field Officers etc.
- To organise meetings of members, and non-members where member recruitment opportunity exists, on specific issues of concern.
- To lead on, or participate in, the compilation of official responses when requested.

The successful applicant will possess –

- Experience of acting as a workplace trade union representative
- Good knowledge of UK employment legislation
- Confidence to represent members in challenging situations
- Good communication skills, both oral and written
- Effective listening skills and good interpersonal skills to build and develop networks
- Good IT skills to retrieve and enter basic data, communicate with members and head office
- Ability to travel within the UK with some unsocial hours

The successful candidate will also ideally possess –

- Trade Union or membership focused environment experience
- Advocacy skills and experience in the employment sector
- Driving licence
- Current knowledge of education issues
- Educated to degree level or equivalent
- Experience of working in and understanding the management context of educational establishments, such as nurseries, schools or colleges, academies etc.

More detailed information on the Job Description be found on our website at <https://www.voicetheunion.org.uk/vacancy-professional-officer-derby-headquarters>

Initial short-listing of applications will take place upon receipt of your application, with the aim to arrange telephone interviews with a HR representative if you have been successfully short-listed.

The next stage of the recruitment process will be interviews, which will take place at our Headquarters in Derby, consisting of an assessment and a formal interview panel. **If you believe you possess the skill and experience to make a difference to our members, then please forward your CV to vacancies@voicetheunion.org.uk advising which role you are applying for.**