

ABERDEENSHIRE BRANCH OFFICER POSTS BRIEF DESCRIPTION

CHAIRPERSON:

To chair meetings of the officer team, the branch committee and the branch. To play an active role as part of the officer team in representing the branch and its members within UNISON and with employers.

VICE CHAIRPERSON:

To deputise for the Chairperson and assist other officers in the team to represent the branch and its members within UNISON and employers.

SECRETARY:

To co-ordinate all of the work of the branch. To act as principal negotiator with employers in the branch area. Together with the service conditions team ensure that appropriate representation and advice is available to members. To ensure that the administration of the branch is carried out in accordance with the rules. To represent the branch and its members within UNISON and with employers.

ASSISTANT SECRETARY:

To assist the secretary in the administration of the branch e.g. minutes, agendas, reports, etc. To play an active role in the officer team and to support the other branch officers as required. To attend meetings with management and represent UNISON and our members.

Under the direction of the branch secretary - to co-ordinate the service conditions work of the branch i.e. members' queries, gradings, grievances, disciplinaries, etc. To organise, in conjunction with Area Resource Centre staff and officers, a system of duty cover involving other officers and senior stewards. To act in conjunction with the branch secretary as a principal point of contact for members in their dealings with the employer.

TREASURER:

To keep the financial records of the branch in accordance with good practice and UNISON rules. To complete and submit annual returns to UNISON on branch finances. To play a part in the officer team in developing the branch for the benefit of members.

EQUALITIES COORDINATOR:

To initiate and support equalities activity in the branch. To promote self organised groups in accordance with UNISON rules. To play a part in the officer team by bringing an equalities perspective to the development of the branch. To brief stewards as required. To assist other officers as required.

HEALTH & SAFETY OFFICER:

To act as the principal point of contact for employers and members on health and safety related issues. To attend meetings with employers and represent members on health and safety issues. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

MAGAZINE EDITOR:

To act as editor of the branch newssheet and to arrange publication of 8 copies each year. To co-ordinate publicity and campaign work across the branch and brief officers, the branch committee and stewards. To play a part in the branch officer team.

COMMUNICATIONS OFFICER:

To assist and work with the magazine editor on communications issues and to play a part in the officer team.

EDUCATION OFFICER/ULR (Union Learning Rep):

To promote and co-ordinate a programme of activist education for stewards and officers. To assist other officers in presenting training courses as relevant. To link with the education programme of UNISON and UNISON Scotland and to promote UNISON education opportunities for members. To participate in the officer team and support colleagues as required. To promote workplace learning amongst the membership.

YOUNG MEMBERS' OFFICER:

Should preferably be under 27. The main role is to work with other branch officers organising young members and making sure that issues of concern to them are raised by the branch. It is essential that UNISON is seen to include young members and we need new activists to assist in organising and recruitment.

INTERNATIONAL OFFICER:

To raise the profile of UNISON's international work in the branch and to ensure that the branch is fully aware of all initiatives coming from other levels of UNISON.

BRANCH DEVELOPMENT CO-ORDINATOR:

To aid branch development and organisation to strengthen the branch, its membership density and participation, and its network of stewards and workplace representatives.

WELFARE OFFICER:

To ensure that branch officers, stewards and workplace representatives have regular up to date information about UNISON Welfare. To ensure that members seeking welfare assistance receive a prompt, supportive and effective response. To liaise, as appropriate, with regional and national levels to ensure that UNISON welfare support is provided effectively.

CORNERTSONE CONVENOR:

To coordinate and lead the work of Cornerstone stewards. To develop organisation and recruitment within Cornerstone. To be the lead negotiator along with UNISON staff with Cornerstone. To support and mentor stewards. To liaise with branch management group and committee.

CORNERSTONE VICE CONVENOR/S:

To assist the convener and to deputise in negotiations as necessary. To assist in building recruitment and organisation within the employer. To mentor new and less experienced stewards.

CVS CONVENOR:

To coordinate and lead the work of CVS stewards, to develop organisation and recruitment within the CVS. To be a lead negotiator and representative along with UNISON staff with CVS employers. To liaise with the branch management group and the branch committee.

CVS VICE CONVENOR/S:

To assist the convener and to deputise in negotiations as necessary. To assist in building recruitment and organising within the employers. To mentor new and less experienced Stewards.

LABOUR LINK OFFICER:

This must be a member of the Labour Party and can only be elected by Labour Party members.

BLACK MEMBERS OFFICER:

This post is part of the Equalities portfolio. The member nominated must identify as a black member, this post acts as a key link between the black members Self Organised group and the branch.

WOMENS OFFICER:

This post is part of the equalities Portfolio, the member nominated must identify as female, this post acts as a key Link between the women members self-organised group and the branch.

LGBT+ OFFICER:

This post is part of the equalities portfolio. The member nominated must identify as LGBT+, this post acts as a key link between the LGBT+ self-organised group and the branch.

DISABLED MEMBERS OFFICER:

This post is part of the equalities portfolio. The member nominated must identify as disabled, this post acts as a key link between the disabled members self-organised group and the branch

RETIRED MEMBERS SECRETARY:

This post represents members that have retired from work but remain part of UNISON. Retired members organise activities in support of UNISON and help to shape policy affecting older people both within UNISON and wider society. This post links retired members to the branch.

PENSIONS CHAMPION:

This post is a key role in shaping retirement policies and supporting UNISON members with knowledge, information and guidance on retirement. The Pensions Champion may be elected to be the branches representative on the appropriate pension board.

GREEN CHAMPION:

This role is to promote sustainability within the branch and to promote environmental activities that ensure sustainability in all UNISON activities and that of the employers.

****All posts available for job share****

When seeking nomination for a post please remember that the branch must consider equalities and so there must be a gender mix of officer posts in line with the gender make up of the employer and UNISON.