

Deputy Branch Secretary with responsibility for Organising

There is a direct link between bargaining strength, and membership density and inclusion. Low density undermines our ability to influence the Council. The role of the Deputy Branch Secretary with responsibility for organising is to lead the branches work in this key area so that we can build a strong, dynamic, and growing branch with strong workplace organisation. You will work closely with the Membership Officer, Communication Officer and the Education Coordinators in a team dedicated to supporting and building workplace organisation. You will also work with the APF Officer, Young Members officer, SOG Officers and the International Officer to help to promote the organising approach to all of the branches work.

Tasks relating to these posts are as follows

- deputise for the branch secretary when necessary
- Use and develop the branch map in order to identify membership density and steward coverage
- monitor the branch's recruitment and leavers rate to identify any areas of weakness
- Meet monthly with the membership officer, education officer and communications officer to organise the implementation of the branch organisation and development plan
- Take minutes of the organising meetings
- make recommendations to the branch committee on recruitment activities, targets, resources, and budgets
- lead by example and directly recruit and support more active and confident stewards from among every work group and workplace
- suggest ways to build confidence among members about what they can do with our support and guidance
- encourage members and stewards to identify issues, find solutions and deal with problems in their own workplace
- ensure that all branch activists take a "what can we do about it" approach, rather than "leave it with me to sort out" approach
- lead the organising team to ensure that the branch can reach out and inspire non-members to join UNISON
- lead a casework surgery for branch officers and senior stewards to continuously improve the support for members
- lead the ABS team and assist with the co-ordination of casework
- ensure that reps are recording all cases on the case management system.
- Take part in the branch duty system
- Keep branch calendar updated at all times
- Attend the monthly branch executive meeting and the bi-monthly branch committee

There is an expectation that officers give at least one months' notice if standing down to allow for a replacement to be elected and to arrange a handover with the person elected to take up the role