

Birmingham UNISON Equalities Coordinator

All branch representatives are expected to promote equality and challenge discrimination in their union role, however the equalities Officer will lead and co-ordinate the branch's equality work. You will work with representatives of self-organised groups, with equality representatives and all activists. In conjunction with the Education coordinator you will support the training and development of branch activists and monitor progress. You will also monitor branch representation to ensure proportionality.

Key tasks for the Equality Team include:

- To be the central liaison point for equality in the branch and to distribute information on equality issues to branch activists and branch committee
- To organise a monthly Equalities meeting and keep minutes
- To co-ordinate and support the work of UNISON equality reps at branch level
- To liaise with and support the branch self-organised groups
- To promote an equality dimension in all the branch's work, including bargaining
- To advise branch officers and the branch committee on proportionality and fair representation, including in branch elections
- To act as a mentor to new equality reps and assist with casework and negotiating
- To lead negotiations with the Council on equality issues and ensure that the council carries out its legal obligations
- 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 month's 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