



UNISON NI Community & Voluntary Sector Project Case Worker

12-month, fixed-term secondment opportunity

Information for applicants

Post ref: 2026 BSOF C&V Sector Case Worker

JOB BRIEF

Introduction

1. UNISON is the UK's leading public sector trade union, with over 1.3 million members. We employ 1200 staff, approximately 370 at our centre in London and the remainder in our twelve UNISON regions. In Northern Ireland our members work in health & social services, education and housing, the private sector delivering public services and in the community & voluntary sector. Successful applicants will be required to meet the relevant job criteria and demonstrate a commitment to trade unionism and our union's values.
2. This is an opportunity for existing UNISON activists and members working in the C&V sector. If successful you will be required to step down from any elected UNISON roles for the duration of the appointment. The allocation of work to the Case Worker is the responsibility of the designated manager.
3. If you are considering applying for a secondment you should speak to your employer before applying for this post as, if successful, your appointment will be dependent on you securing a secondment agreement. You will remain employed by the seconding organisation but will be "hosted" by UNISON to work within the BSOF activist team for a fixed term. The secondment will be on the appropriate UNISON Organiser Grade 7 salary or will be commensurate with your substantive employer salary.
4. UNISON represents workers in Northern Ireland's C&V sector, including in charities; housing associations; community based services, including organisations advocating on welfare rights, the women's sector, and equality and human rights; mental health, and other health related organisation; and other non-profit organisations.
5. As a union, we negotiate for members in the C&V sector on issues like pay, health and safety and better working conditions. We also campaign against cuts and for additional core funding for essential C&V sector services.

6. This is a sector where precarious work and lack of union recognition is a key issue for the workforce. Facility time is also not readily available to many of our branch reps.

The Case Worker Role

7. This post is the first level organising post in UNISON. The successful candidate will bring their experience and skills to support elected branch officers with providing representation and employment related advice to UNISON NI Community & Voluntary Sector Branch members across Northern Ireland.
8. You will also have experience and skills in one-to-one communications, recruitment, organising and campaigning.
9. The representation and advisory work you will give may cover areas such as grievances; disciplinaries; local workplace issues; general advice and guidance to members; as well as working with the wider branch and staff teams to building the individual capacity of activists.
10. You will demonstrate a commitment to trade unionism and our union's values, as well as a good understanding of UNISON's policies and objectives.
11. UNISON structures its work programme to provide for the systematic implementation of policies adopted by its democratic lay member structures. As a Case Worker you will play a key role in helping to achieve the targets arising out of the first of the four key objectives determined by the NEC: Recruiting, organising and representing members. The other NEC objectives are Negotiating and bargaining on behalf of members and promoting equality; Campaigning and promoting UNISON on behalf of members; and Developing an efficient and effective union.
12. The key aims of the union as detailed in our Rule Book seek to:
 - i) Extend and promote our influence in the workplace and in the Community.
 - ii) Promote, safeguard and facilitate participation by all members in the union's democracy, with special regard to women, members of all grades, black members, disabled members and lesbian, gay, bisexual and transgender members.
 - iii) Provide effective standards of service in the areas of representation and advice, information to members on the work of the union, the provision of financial benefits and the maintenance of educational facilities for members.
13. To further these aims, post holders have a strong commitment to the trade union movement and the ability to motivate potential members to join and participate in the activities of UNISON. They also have an understanding of equalities issues and commitment to building a diverse

organisation. They must demonstrate a enthusiastic and proactive approach to recruitment which encourages, motivates and enthuses colleagues and lay member activists.

14. This role will entail regular travel across a wide geographic area and, as a result a full driving licence and access to a reliable vehicle is essential. Reasonable adjustments will be considered for candidates with disabilities to enable them to meet the essential requirements of the role.
15. Reaching members can be challenging during “office hours”, so the successful candidate will need to be flexible with their working hours and may be required to work occasionally in the evening and at weekends.

JOB DESCRIPTION

Overall summary

Work location:	Northern Ireland. Office base - TBC
Salary:	Either (i) £35,403 per year plus £3,489 Annual Subsistence Allowance or (ii) if seconded, commensurate with substantive employer salary (whichever is higher).
Hours:	35 hours
Contract type:	Full time, 12-month fixed-term
Reports to:	Regional Management Team or designated organiser

- This post is the first level organising post in UNISON. The successful candidate will bring their experience and skills to support elected branch officers with providing representation and employment related advice to UNISON NI Community & Voluntary Sector Branch members across Northern Ireland.

Work areas and activities

Recruitment, retention, organising, representation, bargaining and campaigning

- Providing representation and advice to members covering areas such as:
 - grievances;
 - disciplinaries;
 - local workplace issues;
- Providing general advice and guidance to members on employment related issues.
- Working with the wider branch and staff teams to building the individual capacity of activists.
- Undertakes a variety of member engagement activities aimed at encouraging our members to participate in UNISON activity and motivating them to take an active role in our campaigns.
- Assists with identifying and developing new activists and supporting them to become active.
- Works to targets, including providing regular reports on progress.
- Has a team role in wider organising initiatives, workplace mapping and campaigns.

- Has an onward referral role on bargaining, representation and other member issues encountered.
- Has experience and skills in one-to-one communications, recruitment, organising and campaigning.
- Has a team role in a variety of member recruitment and retention activities as agreed as part of the branch plan.
- Undertakes other duties as required by the grade definition or job profile of this post.

PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is committed to equality of opportunity. Applicants will be treated equally regardless of gender, marital status, disability, age, sexual orientation, race, religious belief, political opinion and whether or not they have dependants. This person specification is designed to help members of interviewing panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy.

Heading	Selection criteria
Thinking / knowledge / skills	<p>1. Experience of developing solutions to resolve problems including:</p> <ul style="list-style-type: none"> • Practical problem solving • Planning and organising meetings • Researching, extracting, analysing and managing information • Understanding of basic employment law and use of employer policies and procedures
	<p>2. Learning and Development</p> <ul style="list-style-type: none"> • Ability to identify training needs of other • Ability to identify and develop union activists
Interpersonal & Communication	<p>3. Experience of giving advice and representing members including:</p> <ul style="list-style-type: none"> • Proven experience in providing representation and advice to members / groups covering areas such as grievances, disciplinaries and local workplace issues • Ability to advocate on behalf of others and to challenge both members and employers in formal settings • Conciliation skills to resolve disagreements • Responding effectively to people who are angry or upset
	<p>4. Experience of effectively working in a team environment.</p>
	<p>5. Experience of motivating people to participate in activities including</p> <ul style="list-style-type: none"> • Recruiting members • Supporting people to become active
Initiative & Independence	<p>6. Experience of prioritising own workload including:</p> <ul style="list-style-type: none"> • Decision making within guidelines • Following policies and procedures
Resource management	<p>7. Experience of project co-ordination including:</p> <ul style="list-style-type: none"> • Managing own workload and providing regular reports • Time management • Maintaining confidential information
Physical Skills	<p>8. Occasional light lifting of materials</p>
	<p>9. This role will entail regular travel across a wide geographic area and, as a result a full driving licence and access to a reliable vehicle is essential. Reasonable adjustments will be considered for candidates with disabilities to enable them to meet the essential requirements of the role.</p>
General Knowledge	<p>10. Understanding of and commitment to UNISON aims, objectives and values</p>
	<p>11. Understanding of and commitment to the principles of equality and democracy</p>
	<p>12. A Working knowledge of Employment Law</p>
	<p>13. Ability to use ICT packages</p>

The closing date for application is 4pm, Friday 10th April 2026.