

Notts UNISON is looking for an experienced Team Administrator, who will have excellent communication skills, together with the ability to organise their own workload and to manage pressure and priorities whilst working accurately.

Location: Nottingham and working from home

Starting salary	£17,670 per annum
Closing date	20th January 2025 10.00am
Hours	20 (working mornings 9.30am - 1.30pm)
Contract type	Part time, permanent

About this job

As one of the biggest and most influential trade unions, our work is vital to supporting UNISON members. Nottinghamshire County Branch is looking for an experienced Team Administrator, who will have excellent communication skills, together with the ability to organise their own workload and to manage pressure and priorities whilst working accurately.

Do you have:

- Experience of working with members of the public and/or volunteers
- Experience working with Microsoft Office and databases.
- Ability to converse authentically and empathetically with members of the union who maybe going through or have just gone through a difficult experience.
- Experience of working alone but also being part of a team is essential.
- Occasional flexibility required to cover other staff annual leave period.

Working as part of the branch admin team you will need to be flexible and work well in the team. You will provide efficient and pivotal administrative, secretarial, and clerical support, carrying out a wide range of duties including preparing correspondence, organising meetings, maintaining databases and electronic calendars and working to deadlines, supporting organising staff undertaking recruitment activities, the ability to touch type at speed (50 wpm or above) with precision and accuracy, dealing with telephone enquiries and processing mail, both electronic and hard copy. You'll also liaise with UNISON activists, members, employers, solicitors, and other external parties. Travel to and from Nottingham city centre will be part of the role in addition to working from home.

For this role, you do not have to have a trade union background, but you do need to have an understanding and sympathy with the aims and values of the trade union movement.

How to apply

To apply for this opportunity please email branch.office@nottsunison.org.uk and request an application pack. Please do not phone the office.

The closing date for applications is **20th January 10.00 AM**
Shortlisted candidates will be notified by 21st January 2025
Interview will take place on Tuesday 28th January in Nottingham

Notts UNISON
Tel: 0115 9810405
Email: branch.office@nottsunison.org.uk

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