



Trade union principal case worker, 0.4 fte

Person specification

Training and qualifications	<p><i>Essential</i></p> <p>An undergraduate degree level qualification or equivalent experience</p>
Knowledge and experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Knowledge of trade unions and a commitment to our values • Up-to-date knowledge of data protection policies, as well as employment and equal pay law • Extensive knowledge of trade union and national employer structures • Good knowledge of pension schemes
	<p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience of working within the trade union movement in the education sector • Use of content management systems (CRM) systems to access, store and communicate information • An interest or knowledge in current policy changes in education
Skills	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Ability to advise and represent members in relation to individual issues at work • Excellent supervision, organisational and communication skills
Abilities and attributes	<p><i>Essential</i></p> <ul style="list-style-type: none"> • You will need to be flexible, innovative and self-motivated, with an ability to develop the role of principal caseworker • Tact, diplomacy and confidentiality • Committed to continual learning and improving, and to embedding diversity, equity and inclusion across everything we do, with an awareness of the implications for the arts and culture in education

