



Trade Union Principal Case worker

Job Description

Title	Trade union principal case worker
Reporting to	General secretary
Employer	The National Society for Education in Art and Design
Salary	Daily rate OR 28-32K pro rata (depending on experience); one-year fixed term in the first instance
Location	Working remotely, with some UK travel
Working hours	Flexible, 14 hours a week
Holidays	28 days (pro rata), plus bank holidays
Term of contract	One-year fixed term in the first instance: Immediate start Note, may be available as a freelance contract
About NSEAD	<p>As the voice of art, craft and design education, NSEAD is unique. Established in 1888, it is the only trade union, learned society and professional body for art, craft and design educators across the UK. We aim to be an inclusive organisation that promotes diversity and equity, fully representing different cultures, backgrounds and viewpoints.</p> <p>Our priorities are to grow our membership through attracting new members and to deepen our impact, whether that is helping members achieve improvements at work, supporting their professional development or changing the policy environment which affects them.</p> <p>Diversity is an important value for NSEAD, and as an organisation we are passionate about promoting equity at work and are committed to it for all our staff. We would be particularly interested in</p>

	applications from candidates who are underrepresented in the workplace.
Overview of the role	As the only specialist education trade union, NSEAD offers art education professionals tailored workplace support. NSEAD has been a registered trade union since 1984 and is TUC affiliated. We are looking to recruit someone to provide support and representation to our members throughout the UK – as well as through our website – encouraging people to join and to be involved in our trade union activity.
Purpose of the role	<ul style="list-style-type: none"> • To support NSEAD trade union members in the workplace • Develop resources and guidance for members • Develop a regional activity and trade union network
Duties and responsibilities	<ul style="list-style-type: none"> • Represent members of NSEAD primarily employed as teachers of art and design in a range of settings, including the independent sector • Log members' cases onto our case management system • Help plan and execute member recruitment campaigns • Help develop regional activity and trade union network • Contribute to the development of online support materials, enable members to build capacity to self-support and provide support materials for regional networks • Report to the general secretary • Represent NSEAD at TUC events and meetings on occasion
Other	<ul style="list-style-type: none"> • Travel will be required throughout the UK • Ability to work flexibly is essential • Access to training to support career development • Access to Assistance Programme, which offers telephone counselling and a website with useful toolkits

Application procedure

Applicants should complete the NSEAD Application Form – available on the NSEAD website. CVs will **not** be accepted - **nor** should applicants attach CVs or any other supporting documents. No agencies please.

Applications should be **emailed** as follows:

- Application form - completed as required
- Equal opportunities monitoring form (this will be separated immediately from your application form and will be used purely for monitoring purposes)

Applications should be emailed to info@nsead.org to arrive by Midday on Thursday 15 July 2021

Interview Dates

Interviews will be held during the week beginning 2 August via Zoom

NSEAD will inform candidates whether they have been shortlisted for interview no later than Friday 23 July **2021**. We regret to say that we will **not** be in a position to provide feedback to candidates who have not been shortlisted.