**Branch Administration Officer**

Location – Ruthin or Home based

Salary Grade 3 SCP 4 – 5

£24,404 PRO RATA (£12.65 per hour)

Hours per week = 20

Actual Salary = £13,191.35

Pay award pending\*

Applications must be received by: 23rd May 2025

A vacancy exists for an enthusiastic and motivated Administrator to support the Denbighshire County Branch of Unison based in Ruthin or Home based.

The post holder will report to the Branch Secretary and support the Branch Officer team in ensuring, the efficient running of the Branch’s administrative function.

**For further requirements for this post please refer to the Job Description Below.**

If you would like to discuss any aspect of the above posts, please call the Branch Secretary On: 07818580104

If you are interested in this vacancy, please request an application form from the branch administrator on 01824 – 708010 [unison.admin@denbighshire.gov.uk](mailto:unison.admin@denbighshire.gov.uk)

**Job Description**

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| Job Purpose |
| Under the instruction/guidance of the Branch Secretary or Branch Officer Team ensure the efficient running of the Branches administrative function. |
| Principal Accountabilities and Responsibilities |
| * Undertake reception and/or greeting duties via telephone and face to face enquiries; * Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms; * Maintain manual and computerised records/management information systems, including filing electronic case forms and administering the membership database; * Sort and distribute mail; * Attend and participate in relevant meetings as required including taking minutes; * Assist in maintaining the office stationery supplies; * Organise meetings (including booking rooms, making travel / accommodation arrangements etc); * Participate in training and other learning activities and performance development as required; * Undertake other relevant duties as agreed by the Branch Officers |
| Knowledge, Skills, Training and Experience |
| * General clerical/administrative work * Induction/basic skills * Good numeracy/literacy skills * Good understanding and ability to use relevant technology e.g. databases, photocopier * Keyboard/computer skills * Participate in development and training opportunities * Work constructively as part of a team, understanding roles and responsibilities and your own position within these. * Ensure confidentiality, tact and diplomacy are maintained as appropriate. |

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| Special Working Conditions |
| The job is based in the Unison Office, in Ruthin or home based. However, the post holder will be expected to arrange and attend meetings at other locations within the county of Denbighshire.  Denbighshire County Branch Unison will consider requests for flexible working. However, availability by phone and email throughout agreed working hours, attendance at meetings and at the Unison office as required will be essential. |