

# SOMERSET COUNTY BRANCH



## MEMBERSHIP CLERK/GENERAL OFFICE ADMINISTRATOR

**Full-time (35 hours per week)**

**Salary: £23,846 to £25,230**

(pay award pending)

We are seeking an enthusiastic and efficient new member to join our team. The successful candidate will be able to handle a multitude of varied clerical tasks under their own initiative and as part of a team in a busy union office.

Duties specific to the role will include:

- Maintaining union records on national database
- Processing application forms and arranging for payments to be taken
- Data cleansing
- Administration of Branch meetings including taking minutes monthly
- Organising for members/stewards to attend Conferences and training courses
- Facilitating election of representatives and Annual General Meeting arrangements.

**Applicants would require good accurate keyboard and IT skills and experience of databases (further training to be given).**

**A positive, flexible attitude and confidentiality are essential.**

To apply: email [unisonoffice@somerset.gov.uk](mailto:unisonoffice@somerset.gov.uk) or call 01823 355568 for an application form and further details.

Closing date: 7 October 2011

UNISON is committed to equality and justice – our members include men and women of all ages, black and ethnic minority groups, disabled people, gay men and lesbians. We want our staff to reflect the diversity of our membership, and all applications will be considered on merit.