**National Official (Bargaining) Job Description**

**A temporary appointment - 2.5 days per week until June 2021**

**Salary £1775.69 per month includes London Weighting and 1.6 days per month leave**

**Branch Support**

Support designated Napo representatives from branches within the Interserve Community Rehabilitation Company (CRC) Estate with the provision of bargaining support and general employment advice as well as advice on local negotiations.

Where appropriate, advise and where necessary and in liaison with the Assistant General Secretary, undertake or arrange direct representation for members on disciplinary and grievance matters. **Organisation and Recruitment**

* Support designated Napo branches in building efficient branch organisation and ensuring that recruitment strategies for new members and reps are in place and prioritised by branches.
* Co-ordinate and participate in training activities for union members and representatives.
* Any other duties relevant to the key tasks and responsibilities identified above.
* To organise conferences, seminars and training in liaison with the designated Napo Administrator/s.
* To travel to meetings with employers and/or Napo representatives within including attending occasional residential training courses, and to be flexible about working hours in order to ensure that deadlines are met (this may require some evening work).
* To take on, as necessary, particular responsibilities and tasks consistent with the needs and strategic priorities of Napo.
* To ensure that anti-discriminatory practice and the promotion of equal opportunities underpins all aspects of Napo's work.