**National Officer for Cymru/Wales – Job Description and Person Specification**

**Responsible to**: Assistant General Secretary

**Hours**: 35 hours per week to be worked flexibly

**Salary range**: £53k - 67k

**Pension**: Good quality defined benefit career average pension scheme

**Location**: FDA Cardiff Office with hybrid working provision, but there is a clear expectation for national officers to attend offices (including FDA HQ in London Bridge) on a regular basis for team or other meetings/collaboration and you will be expected to undertake face to face meetings and work with members, branches and employers which can be in a range of locations.

**About the FDA**

For over a century the FDA has been a strong, pragmatic trade union representing public sector leaders and professionals working in the civil service and parliaments across the UK. The FDA is not party-political and seeks to improve members’ working lives and the public services they deliver through negotiating and campaigning. We act as a powerful voice for public services and the people who deliver them, with an influential membership of more than 22,000 senior managers, policy advisors, diplomats, tax professionals, economists, solicitors, prosecutors and other professionals working across government and the NHS.

This is a great time to become a part of the FDA. We are a growing, exciting and vibrant union with many different opportunities to improve the working lives of FDA members. Whether that’s defending civil servants against attacks on their impartiality, leading the campaign for an independent complaints process for dealing with Ministerial misconduct or campaigning to improve pay outcomes for key public servants.

Further information on our work and current activities can be found on the FDA website at www.fda.org.uk, on our Twitter feed @FDA\_Union or on the General Secretary, Dave Penman’s Twitter feed @FDAGenSec.

**Job Description**

**Your role**

The FDA is the fastest growing union in the UK. We pride ourselves on providing excellence in individual member representation; a pragmatic voice in both central and local negotiations; a strong voice defending the impartiality, integrity and professionalism of civil servants; and providing career development and support for members. Each national officer has a balanced pitch made up of a number of employers and/or specialist areas. National officers have a significant degree of autonomy and are responsible for representation, negotiation and organising in their pitches.

The National Officer for Cymru/Wales will have a balanced pitch made up of a number of employers/specialist areas both in Wales and some UK civil service employers. A key element of the role is to continue to build the union’s strength and profile within Wales. The FDA has membership within civil service employers in Wales including: Welsh Government, the Senedd, Estyn, and Welsh museums and libraries as well as UK civil service employers. In addition to being the public face of the union in Wales, the role will require the successful candidate to represent the FDA within the Wales TUC General Council.

The post will be based at our office in Cardiff, Wales. You will be expected to travel and the role does occasionally involve some travel throughout the UK. The union operates a hybrid working approach, which enables national officers to work from home but there will be a clear expectation for the successful candidate to attend the FDA office in Cardiff on a regular basis to undertake face to face meetings. There will also be a requirement for some travel to meet with and work with members, branches and employers in a range of locations including outside of Wales. Travel to the FDA HQ in London Bridge is also expected for our national officer team meetings or other staff meetings/collaboration. This will be discussed in detail with the successful candidate as we develop our approach to the use of our offices with staff and the future world of work for the FDA.

The FDA offers a positive working environment, with teams working together to support each other. You will need to be flexible in your approach. The line management of the post is undertaken by an Assistant General Secretary.

**Key Duties and Responsibilities**

It is expected that the core responsibilities of the National Officer for Cymru/Wales will be:

* To recruit, organise and support members in branches and sections across a number of government departments and agencies
* To negotiate with departments, agencies and other bodies where the FDA is recognised, on pay and terms and conditions of employment for members
* To advise, support and represent individual members with employment issues such as grievances and disciplinary proceedings, with their employer and where appropriate at Tribunals
* To represent the FDA with other Civil Service unions, other trade unions, ministers and external bodies, including Wales TUC
* To represent the FDA with the media in areas of special responsibility as appropriate
* To write communications for members e.g. branch emails, articles for the FDA’s magazine and website
* To support workplace representatives and branch officials locally and assist in delivery of training for workplace representatives
* To take responsibility for areas of policy

**The National Officer for Cymru/Wales will have skills and experience that include**:

* Knowledge and understanding of employment and equality law
* Knowledge of an industrial relations environment and a track record of negotiation and representation
* An ability to organise and recruit members to the FDA
* An ability to develop strategies, plans and solutions
* Experience of working with union branch officials
* Experience of advocacy in difficult situations
* A demonstrable commitment to and/or experience of working for a trade union or non-profit making organisation
* Excellent communication skills, both written and verbal
* Proven negotiating and influencing skills
* An ability to work both independently and within a team and ability to manage competing priorities and deadlines
* A commitment to development and learning new skills
* An ability to think creatively and innovatively to find solutions
* Knowledge/understanding of the context of devolved government in Wales and current issues in trade unionism and public services, within a devolved context

**In addition it would be advantageous for the candidate to demonstrate:**

* Some Welsh language skills. This is not essential for this post but the ability to understand and converse in Welsh in some work-related areas would be an asset