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**To: Applicants for the post of Branch Administrator, Strathclyde University UCU Branch (part time, 16 hours per week)**

26 March 2025

Dear Potential Candidate,

Thank you for your request for an application pack and further details of the above post with UCU.

Before completing the application form, you should read the enclosed guidelines. Please do not include your name on any part of the form, other than where you are specifically requested to do so.

Applications will not be acknowledged but, if you are to be called for interview, you will be notified shortly after the closing date. Interviews will be on **19 May.** We will not be able to provide feedback on applications from candidates who are not short-listed.

The closing date for this post is **24 April at 10 am.**

If e-mailing completed applications, please send to recruitment@ucu.org.uk

**Please note that CVs in isolation are not accepted**

Yours faithfully

Jo Sayers

Head Office Administrator

recruitment@ucu.org.uk

  

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| 1. **Job Details**
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| **Job Title** | **Branch Administrator** |
| **Department** | **Bargaining, Organising, Representation & Operations** |
| **Grade** | **B** |
| **Accountable to** | **Regional Official** |

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| 1. **Job Summary**
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| UCU(University and College Union)is the largest trade union for lecturers, learning support staff, academic related staff, trainers, researchers and managers working in further, higher, adult, and prison education in England, Scotland, Wales and Northern Ireland.The purpose of the post is to manage the efficient running of the Branch office under the supervision of the elected Branch members. |

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| 1. **Main duties & responsibilities**
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|  | To provide administrative and secretarial support to officers of the Branch including:* handling incoming and outgoing mail, email and faxes
* dealing with incoming telephone calls
* transmitting, taking and recording messages
* word processing documents
* preparing correspondence
* organising the compilation, production and distribution of circulars, newsletters and other forms of communication to activists and members
* setting up files, filing, photocopying
* arranging local meetings and events
* making travel and accommodation arrangements as required
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|  | To be the first point of contact for Branch members or potential members including:* dealing with initial membership enquiries and queries
* providing initial advice and information to members in relation to University and UCU policy
* dealing with casework queries and coordinating further advice and assistance
* dealing with other queries and coordinating further advice and assistance
 |
|  | To assist with the recruitment process including:* processing applications for membership
* assisting with recruitment campaigns
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|  | To support the work of the Branch Committee including:* organising a diary of committee, general and other meetings
* organising room bookings
* collating and distributing agenda and papers
* taking minutes and recording decisions
* distributing agreed minutes
* progressing outcomes as directed by officers of the Branch
 |
|  | To liaise with UCU Head Office and regional office. |
|  | To be keyholder for the Branch office. |
|  | To purchase office supplies within the limits of authority. |
|  | To process subscriptions for non direct debit memberships. |
|  | To be responsible for petty cash. |
|  | To process invoices in accordance with UCU’s financial policies and procedures. |
|  | To maintain and update records and databases (membership, financial, contacts, casework). |
|  | To keep the Branch website up to date. |
|  | To manage relevant information for the Branch Committee. |
|  | To maintain stocks of UCU promotional material. |
|  | To establish and maintain effective filing systems. |
|  | To liaise and work collaboratively with Officers and Committee members of the Branch. |
|  | To promote equality and diversity in all aspects of UCU’s work.  |
|  | To identify any personal training needs and report these to the Branch President. |
|  | To undertake such other duties as the Branch President and Branch Officers may reasonably require. |

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| 1. **Person Specification (minimum essential criteria)**
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| **Knowledge, skills & experience** |
|  | Experience of a similar working environment and/or understanding of working for a Trade Union or other not-for-profit organisation |
|  | Experience of using Microsoft® applications to a level that ensures the effective fulfilment of the role. |
|  | Experience of effectively planning and organising workload (e.g. in order to meet deadlines). |
|  | Experience of providing sound administrative and secretarial support. |
| **Abilities** |
|  | Ability to produce documents to a high standard of both content and layout. |
|  | Strong interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels. |
|  | Ability to work on own initiative within the parameters of the role.. |
|  | Ability to positively contribute to the team and work supportively and collaboratively with colleagues. |
|  | Commitment to, and ability to apply, the principles of equality and inclusion. |
|  | Ability to maintain confidentiality. |
|  | Ability to identify ways that services (e.g. within own area of work) can be improved. |
|  | Ability and willingness to learn new skills. |

**GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION**

*Please read this guidance carefully before completing your application.*

**GENERAL**

* Please do not include your name on any part of the form, other than where you are specifically requested to do so (i.e. Section F and the Equal Opportunities Monitoring Form).
* Either type directly onto this form or print out and complete the form in black ink. This is because the application will be photocopied during our own administrative process.
* If you have a disability and need assistance completing the application form, please contact the People and Development Department.
* It is UCU’s policy not to accept or consider CVs that are attached to applications.
* Applications received after the closing time/date will not normally be considered. If you want an acknowledgement that your application has been received, please ask for this when submitting it. UCU cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.

**YOUR APPLICATION**

1. Use this section to provide details of your current role and previous roles. If you have no previous employment, write ‘none’.
2. Use this section to provide details of other experience that may be relevant to the post e.g. voluntary work, community work, trade union activities etc.
3. Use this section to provide details of your education and or training etc. that you have acquired and which would help you in the post, starting with the most recent first. You should also provide details of any relevant professional qualifications or memberships you may hold or learning you are currently undertaking. Please note that you may be required to provide evidence of qualifications you cite in support of your application.
4. Candidates are advised to read the Job Description and Person Specification because this Section will be considered against the Person Specification as part of the shortlisting process. Selection for interview is based solely on the information that you provide in your application form, and because Section D requires you to clearly set out and evidence how your knowledge, skills, experience and abilities etc. make you suitable for the post, it is extremely important in deciding whether or not you will be invited to interview. To translate your knowledge, skills, experience and abilities into written evidence to support your application, you must address each part of the Person Specification:
* In order,
* Using the criteria in the Person Specification as headings,
* Writing clear supporting statements that clearly demonstrate how far you meet each one (e.g. by using examples) and
* Not using more than 3 sides of A4, Arial font size 10.

The examples you choose can be from previous jobs, volunteering, training etc. The most important thing is that they show the shortlisting panel how far you meet each role requirement. It will not be sufficient to simply tell the panel e.g. ‘I have experience of…’, ‘I am committed to…’ or ‘I am able to…’ etc.

You should not use a ‘standard’ curriculum vitae that is not prepared specifically for the post you’re applying for.

Only the information provided in this written application is taken into account in the shortlisting process, except where a disability is indicated.

1. If you are conditionally offered a position with UCU, we will approach your referees as part of the pre-employment checks. Please use this section to provide the names and contact details for your two referees. The first should be your current or most recent employer and the second should be the employer immediately prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. Your referees should be able to verify and substantiate the evidence provided in your application. UCU does not accept references from friends or relatives. UCU will only contact referees once a conditional offer of employment has been accepted. All positions are offered on the condition that UCU receives references that are satisfactory to the organization.
2. Candidates are identified by number only. Section F and the Equal Opportunities Monitoring Form are detached before the application is considered during the shortlisting process. Personal information is maintained for administrative and statistical purposes.
* In order to comply with the law under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, UCU requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). UCU will make a copy of the original documents and retain in line with Section G, Data Protection.
* You are required to give details of ‘unspent’ convictions and pending convictions. A ‘spent’ conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. UCU will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting the job. We consider how previous convictions could affect the job you are applying for.

Some types of employment are exempt from the ROA and applicants are required to disclose all of their convictions, spent and unspent. The employer has to state on the application form that the job applied for has exempted status under the Exemptions Order 1975. Below you will find some guidance that will assist you in deciding whether your conviction(s) are spent or unspent (current). This guidance is not exhaustive. If you are unsure whether a sentence etc. is spent or unspent you should contact your local probation officer, the Citizens Advice Bureau or your Solicitor.

**England & Wales** - Rehabilitation Periods:

|  |  |  |
| --- | --- | --- |
| **Sentence** | **End of rehabilitation period for adult offenders** | **End of Rehabilitation Period for offenders under 18 at the date of conviction. Months from completion of the sentence** |
| Custodial sentence of 30+ months, but > 48 months | 7 years from completion of sentence | 42 months from completion of sentence |
| Custodial sentence 6+ months, but > 30 months | 48 months from completion of sentence | 24 months from completion of sentence |
| Custodial sentence of 6 months or less | 24 months from completion of sentence | 18 months from completion of sentence |
| Removal from Her Majesty's service | 12 months from date of conviction | 6 months from date of conviction |
| A sentence of service detention | 12 months from completion of sentence | 6 months from completion of sentence |
| A fine | 12 months from date of conviction | 6 months from date of conviction |
| A compensation order | The date on which the payment is made in full | The date on which the payment is made in full |

Sentences of more than 48 months can never become spent and have to be declared.

**Scotland** - Examples of sentences and corresponding Rehabilitation Periods:

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation Period** |
| People aged 18+ at time of sentence | People aged >18 at time of sentence |
| Prison sentence of 6 months or less | 7 years | 3 ½ years |
| Prison sentence of more than 6 months up to 2 ½ years | 10 years | 5 years |
| Probation | 5 years | 2 ½ years |
| Fine, Community Service, Supervised Attendance Order | 5 years | 2 ½ years |
| Absolute Discharge, Admonishment  | 6 months | 6 months |

Sentences of more than 2 ½ years can never become spent and have to be declared. If you have been sentenced in front of a jury for an offence which has been committed during a previous rehabilitation period, you may find that the second conviction makes the first rehabilitation period longer.

* If you have a disability as defined by the Equality Act 2010 and you meet all the essential requirements of the person specification, you will be invited for an interview.
* Applicants for vacancies that show a flexible working preference such as job share shall receive no less favorable selection consideration.
1. If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which time, they will be destroyed.

If you give false or misleading information on your application form, it will be rejected. If you gain employment with UCU by making such statements, you will be liable to action which could result in your dismissal.

**EQUAL OPPORTUNITIES MONITORING FORM**

 UCU is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is, we monitor all prospective and existing employees on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form. UCU manage this information in line with Section G, Data Protection.

**POTENTIAL CONFLICTS OF INTEREST**

UCU is a non-affiliated trade union and works in close partnership with other organisations in order to effectively represent its membership. We recognise that people hold a wide range of differing beliefs and views, however in order to maintain our neutrality and effectiveness, it is essential that UCU’s employees ensure potential conflicts of interest are managed effectively and do not compromise UCU’s position.

**COMPLETED FORMS**

The completed Application Form and Equal Opportunities Monitoring Form should be emailed (by the closing date and time) to**:** **recruitment@ucu.org.uk**

We look forward to receiving your completed application in due course.

**PPLICATION FORM**

Please either type directly onto this for

Please either type directly onto this form using *Microsoft Word* or print out and complete the form in black ink. It is essential that you read the guidance notes provided before you complete your application.

|  |  |
| --- | --- |
| **Application for Employment as:** | **Branch Administrator, Strathclyde University UCU Branch (part time 16 hours per week)** |
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**A EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Job title:** | **Employer:** |
|   |   |
| **Date from:** | **Date to (if applicable):** |
|   |   |
| **Salary (£) and benefits:** |
|   |
| **Brief description of duties and responsibilities:** |
|   |
| **Previous posts (starting with the most recent):** |
| **Job title:** | **Employer:** | **Dates (from/to):** | **Brief description of duties and responsibilities:** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
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**B OTHER EXPERIENCE**

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| --- |
| **Please provide details of other experiences that are relevant to this post e.g., voluntary, community, trade union activities.** |
| **Dates (from-to):** | **Activity** |
|   |   |
|   |   |
|   |   |

**C EDUCATION/TRAINING**

|  |  |  |
| --- | --- | --- |
| **Further/higher education:** | **Dates from/to:** | **Qualifications/grade:** |
|     |     |     |
|  **Secondary education:** | **Dates from/to:** | **Qualifications (with date)/grade:** |
|     |     |     |
| **Other relevant training, professional qualifications or work related skills (for example TUC training; IT skills training; management training):** |
|     |
| **Are you undertaking any course of study at present? (if so, please give details)** |
|     |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
|     |
| It is UCU’s policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. |

**D RELEVANT KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE ETC**

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| **Candidates are advised to read the Job Description and Person Specification. Selection for interview is based solely on the information that you provide in this application form and because this section requires you to clearly set out how your knowledge, skills, experience and abilities etc make you suitable for the post, it is extremely important in deciding whether or not you will be invited to interview. You must address each part of the Person Specification *in order*, *using the numbered criteria in the Person Specification and clearly demonstrate how far you meet each one*. To do this, you should give examples where possible from previous jobs, volunteering, training etc that show the panel how far you meet each aspect of the Person Specification. It will not be sufficient for example, to simply say, ‘I have experience of…’, ‘I am committed to…’ or ‘I am able to…’ etc.** **This section must be *no more than three sides of A4* and in a font no smaller than 10 point.** |
|    |

**E REFEREES**

Applicants should provide, in the space below, the names and addresses of two referees. The first should be your current or most recent employer and the second should be the employer prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. UCU does not accept references from friends or relatives.

|  |  |
| --- | --- |
| **1. Name and job title:** | **2. Name and job title:** |
|   |   |
| **Address (inc. postcode):** | **Address: (inc. postcode)** |
|     |   |
| **Telephone number:** | **Telephone number:** |
|   |   |
| **Email:** | **Email**: |
|   |   |
| **Relationship to referee:** | **Relationship to referee:** |
|   |   |

Please note that references are only taken up for successful candidates after interview.

**F PERSONAL DETAILS**

This section, and the Equal Opportunities Monitoring Form that follows, will be detached and not used in the shortlisting/selection process with one exception as outlined in *Disabilities* below.

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Email address:** |  |
| **Day time telephone number:** |   |
| **Evening telephone number:**  |  |
| **Mobile telephone number:** |   |

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| --- |
|  **Other Details** |
| What is the notice period required in your present post? |  |
| Do you have a full driving licence? | Yes | No |
| Do you have use of a car? | Yes | No |
| Do you have the right to work in the UK? | Yes | No |
| If you have a work permit, what is the date of expiry? |
|  Where did you see the advertisement for the post? |

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| --- | --- | --- |
| **Rehabilitation of Offenders Act 1974**Do you have any convictions or cautions that you consider are NOT SPENT or actions pending? | Yes | No |

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| If YES, please give details. |

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| **The Equality Act 2010, defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. UCU have a commitment to shortlist for interview all applicants who indicate in their application that they have a disability and who meet all of the criteria in the person specification.**  |
| Do you have a disability? | Yes | No |

**G DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct and give my consent to UCU processing the data supplied in this application form for the purpose of recruitment and selection.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
|   |  |

Please email your completed Application Form and Equal Opportunities Monitoring Form (by the closing date) to: **recruitment@ucu.org.uk**

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**EQUAL OPPORTUNITIES MONITORING FORM**

UCU is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The information you provide will be used for statistical and monitoring purposes only. It will be treated in confidence and is subject to the provisions under the current Equality Legislation and Data Protection Act.

|  |  |
| --- | --- |
| **LAST NAME:** |   |
| **FIRST NAME:** |   |
| **DATE OF BIRTH:** |  |
| **POST APPLIED FOR:** |  |

|  |  |
| --- | --- |
| **Would you describe yourself as**: | **Does your gender identity match the sex registered at your birth?** |
| Female |  | Yes |  |
| Male |  | No |  |
| Non-Binary |  | Prefer not to say |  |
| Prefer not to say |  |  |  |

|  |  |
| --- | --- |
| **What is your Marital Status?** | **How would you define your sexual orientation?** |
| Married |  | Bisexual  |  |
| Civil partnership |  | Gay/Lesbian |  |
| Single |  | Heterosexual |  |
| Other |  | Other |  |
| Prefer not to say |  | Prefer not to say |  |

|  |
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| **What is your religion?** |
| None |   | Muslim |  |
| Christian |   | Sikh |  |
| Buddhist |  | Atheist |  |
| Hindu |  | Other |  |
| Jewish |  | Prefer not to say |  |

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| Carers are people with caring responsibilities that have a substantial impact on their working lives. They provide care for or support disabled, elderly or sick partners, relatives or friends who are unable to care for themselves. **Are you a carer?** | **Do you have responsibility for other dependants? (e.g. children)** |
| Yes |  | Yes |  |
| No |  | No |  |
| Prefer not to say |  | Prefer not to say |  |

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| --- |
| The Equality Act 2010, defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. UCU have a commitment to shortlist for interview all applicants who indicate in their application that they have a disability and who meet all of the criteria in the person specification. **Do you have a disability?** |
| Yes |   |
| No |   |
| If YES, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and meet our obligations under the Equalities Act 2010: |

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| **What is your ethnic group?** (The ethnic origin categories below are taken from the 2011 Census. They are not about nationality, place or birth, citizenship or race but relate to the group to which you as an individual consider you belong.): |
| **White** | **Black/African/Caribbean/Black British** |
| English |  | African |  |
| Welsh |  | Caribbean |  |
| Scottish |  | Any other Black/African/Caribbean background |  |
| Northern Irish |  | **Mixed/multiple ethnic groups** |
| Irish |  | White and Black Caribbean |  |
| Gypsy or Irish Traveller |  | White and Black African |  |
| Other White background |  | White and Asian |  |
| **Asian/Asian British** | Any other mixed background |  |
| Indian |  | **Other ethnic group** |
| Pakistani |  | Arab |  |
| Chinese |  | Cornish (given minority status in 2014) |  |
| Bangladeshi |  | Any other ethnic group |  |
| Any other Asian background |  | Prefer not to say |  |

**DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal. **I give my consent to UCU processing the data supplied in this application form for the purpose of recruitment and selection.**

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| --- | --- |
| **Signature** | **Date:** |
|  |  |

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**ABOUT US**

The University and College Union (UCU) is the largest trade union and professional association for lecturers, learning support staff, academic related staff, trainers, researchers and managers working in Further & Higher Education in England, Scotland, Wales and Northern Ireland. Our 110,000 members are employed mainly in colleges, universities and in adult, prison and land-based education. We also have members in the private sector, for example in private training agencies and language schools, as well as members working on a freelance basis. Students training to teach in post-school education also belong to UCU.

The Union is organised into Employment Sectors for Higher Education and Further Education and the Employment Sector Conferences decide on policy claims to employers, action and the settlement of claims. The supreme policy-making body of UCU is the Congress, which meets annually, and the principal executive committee is the National Executive Council (NEC), which has its own Committees and Groups reporting to those Committees.

Our Aims and Objects are as follows:

* To protect and promote the professional interests of members individually and collectively, to regulate the conditions of their employment and the relations between them and their employers and to provide and maintain such services as may be approved by UCU Congress or the National Executive Committee of UCU from time to time (see additional information relating to the devolved Nations);
* To advance adult, further and higher education generally and professional and vocational training in particular and to promote research into educational development and the exchange of ideas concerning education;
* To promote equality for all including through:
1. collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;
2. the union’s own employment practises;
* To oppose actively all forms of harassment, prejudice and unfair discrimination whether on grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age or other status or personal characteristic;
* To establish or aid or join with other societies or bodies in establishing charitable trusts of an educational nature and to subscribe to charitable trusts of such nature as are already in existence;
* To place the views of members before various education authorities and other bodies and before the general public and in particular to advance all matters of concern to the education profession;
* To affiliate to the Trades Union Congress and to co-operate, where appropriate, with it or any of its affiliated unions;
* To enable members to co-operate as a body with other organisations in the pursuit of the aims of the Union;
* To pursue political objects under the provisions of the Trade Union Act 1913 (as amended) and the Trade Union Act 1984, Part III;
* To render, within the provisions of these Rules, legal advice and assistance and advice and assistance in professional matters to members, whenever possible and desirable;
* To promote and maintain standards of professional conduct;

UCU is affiliated to the Trades Union Congress, Education International and the European Trade Union Committee for Education, and works with them in appropriate ways to further the interests of our members and the sectors in which they work. UCU does have a Political Fund but is not affiliated to any political party.

party.

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**SUMMARY OF TERMS & CONDITIONS**

**APPLICABLE TO ALL UCU STAFF**

* 35 days annual leave per annum plus 8 Bank Holidays and 8 Closure Days, which are as follows:
	+ 5 days at Christmas (3 days between Boxing Day and 1 January plus 2 others to be taken according to where Christmas falls).
	+ Thursday before and Tuesday after Easter
	+ Tuesday after August Bank Holiday (may be taken at a different time in Scotland)

 Staff working part time will receive a pro rata entitlement to annual leave, closure days and public holidays

* All employees are contractually enrolled into the Universities Superannuation Scheme (USS), full details of which are available at: [**www.uss.co.uk**](http://www.uss.co.uk). At the time of writing (December 2019) the employee contribution is approximately 6.1% and the employer contribution is approximately 14.5%.
* Car (where applicable to post).
* Training and developmental support.
* Access to over 300 eLearning modules through UCU’s online Training Room
* Enhanced Maternity, Adoption, Paternity and Shared Parental Leave schemes
* Employee Assistance Program (online resources and access to confidential counselling services)
* Disability leave arrangements
* Special leave arrangements

UCU encourages all its employees to belong to a relevant recognised trade Union. You have the right to belong, or to not belong, to a trade union and the right (where you are a member) to take part in official activities and seek election to office and hold office in a trade union.