**Assistant General Secretary – Job Description and Person Specification**

**Responsible to**: FDA General Secretary

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

**Salary range**: £73k - 87k (starting salary will be dependent on experience)

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

**Location**: Based at FDA HQ in London Bridge

**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.

The post is located at FDA’s headquarters in London, with hybrid working provision, where 34 dedicated staff work on behalf of our members throughout the British Isles and those who may be posted overseas.

The FDA aims 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. The FDA also aims to promote and maintain standards of professional conduct and to provide and maintain such services as approved by the FDA Executive Committee, the policy-making body of the union.

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**

Based at the union’s HQ in London Bridge, you will be one of two Assistant General Secretaries who share responsibility for managing the bargaining, organising, communications and career development work of the union. This will involve directly managing the staff working in these areas and leading on strategic negotiations, as well as developing areas of national policy.

Together with the Head of Resources and General Secretary, you will be part of a small senior management team responsible for the operational delivery of the union’s services, building its organisational capability and increasing its influence.

You will directly support the work of the union’s Executive Committee and substitute for the General Secretary as required.

**Key duties and responsibilities**

Whilst responsibilities will be allocated to each post holder depending on the skills and experience of the successful applicants, it is expected that the core responsibilities will include:

* Supporting and coordinating the bargaining work of the union, including managing the FDA’s team of national officers
* Acting as strategic lead for the union’s organising agenda, including managing the FDA’s Head of Learning and Organising
* Managing the union’s communications strategy and communications team
* Supporting the delivery of FDA Learn, the union's professional development programme for members
* Leading on significant civil service-wide bargaining issues
* Leading and developing areas of national policy
* Supporting the work of the Executive Committee
* Substituting where necessary for the General Secretary
* Undertaking management of discrete projects and initiatives
* Being a public spokesperson for the union, dealing with media requests and other public facing events

**Person Specification**

**What we are looking for**

This is a leadership role requiring strong people management skills and an ability to think and act strategically. You will be creative, seek out responsibility and be able to work collaboratively within a small organisation with limited resources and ever increasing demands.

In return you’ll be given significant autonomy to help shape and lead a union whose members play a vital role in delivering public services.

**The Assistant General Secretary will have skills and experience that include**:

* Demonstrable experience of successfully managing small teams through periods of change
* Experience of and ability to develop strategies, plans and solutions in order to proactively adapt the union’s approach
* Excellent communication skills, both written and verbal
* Experience of successfully developing and implementing a plan for membership growth
* A proven ability to succeed in a diverse role with ever-changing priorities
* An ability to pro-actively manage workloads and teams with very modest resources
* Knowledge and understanding of employment and equality law
* Proven negotiating and representation skills
* Experience of working with volunteers or union lay representatives
* Proven influencing skills
* An ability to think creatively and innovatively to find solutions

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

* A knowledge of the challenges facing trade unions with regard to members’ rights in the workplace
* Knowledge of an industrial relations environment
* Experience of working in the public sector
* A commitment to and experience of working for a trade union or non-profit making organisation
* A commitment to development and learning new skills