**National Officer – Application for Post**

**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. FDA members come from a variety of different professions including policy advisors in Whitehall, prosecutors, economists, diplomats, lawyers and tax professionals. The FDA has membership within over 250 civil and public service employers across the UK.

The FDA is a growing, exciting and vibrant union with many different opportunities to improve the working lives of FDA members. Recently, the FDA has been involved with defending civil servants against attacks on their impartiality; leading the campaign for a new system to be in place for dealing with Ministerial misconduct against civil servants and making the case for change for the current inadequate level of base pay and lack of progression pay across the civil service.

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.

**What we are looking for**

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. The national officer has a significant degree of autonomy in their pitches and is responsible for representation, negotiation and organising in their pitches.

The post will be based at FDA Headquarters in London. However, the union operates a hybrid working approach, which enables national officers to work from home but there is a clear expectation for national officers to attend the FDA HQ in London Bridge on a regular basis for team or other meetings/collaboration but also to undertake face to face meetings and work with members, branches and employers that can be in a range of CS locations (but predominantly in London). This can be discussed in detail with the successful candidate and as we develop our approach to the use of our offices with staff and the future world of work for the FDA.

The national officer and FDA teams offer a positive working environment by working together to support each other. You will be expected to travel and the role does occasionally involve some travel throughout the UK. You will need to be flexible in your approach. The line management of the post is undertaken by an Assistant General Secretary.

**National Officer - Job Description**

**Responsible to**: Assistant General Secretary

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

**Salary range**: £50k - 64k

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

**Location**: The union operates a hybrid working model. You will be able to work from home but there is a clear expectation for national officers to attend the 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 CS locations (but predominantly in London).

**National Officer – Key Duties and Responsibilities**

It is expected that the core responsibilities of the national officer 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, and external bodies;
* 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 of workplace representatives
* To take responsibility for areas of policy.

**National Officer 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
* Ability to recruit and organise members to the FDA
* 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
* Ability to think creatively and innovatively to find solutions