AUE IS RECRUITING A FREELANCE PART-TIME PERSONAL CASE OFFICER

Artists' Union England is a growing trade union representing artists in the visual and applied arts, as well as artists with a socially engaged practice. We currently have 1800 members, and we are affiliated with the GFTU (General Federation of Trade Unions) and the TUC (Trades Union Congress). We need a freelance Caseworker to join our existing freelance, part-time team to support the needs of our rapidly growing membership.

KEY TASKS

- To support, advise and represent AUE union members through cases allocated to you by AUE's Executive Committee. These cases will include members who are facing issues with employers, contracts, pay disputes, studio queries including tenancy issues, cancellation of work, terms and conditions, discrimination, harassment, bullying and more. As the vast majority of our members are freelancers and self-employed, most will not be employees.

- Providing support to our members in the form of giving advice, representing members in writing, or in-person or online at meetings, with the aim of resolving the issues they face.

- Delivering training for members via online meetings on relevant issues, for example 'Negotiating a Freelance Contract'.

- Maintaining careful records of casework meetings and present written and verbal reports to the AUE Executive Committee.

Please note:

➢ Some additional administrative support will be provided by AUE's Office and Finance Co-ordinator.

➢ Training and support will be provided by the National Executive Committee (NEC) of AUE.

➢ The Caseworker will be line-managed by a member of the NEC and accountable to the NEC.

ESSENTIAL CRITERIA

- Involvement or experience in trade unions or equivalent structures. This could be as a lay representative, or full-time officer.

- Demonstrable understanding of self-employment and freelance working conditions in the arts and creative industries.

- Experience of providing advocacy, advice and representation.

- Thorough knowledge of employment, self-employment, equality laws and policies.
- Confidence and experience in negotiating.
- Sharp analytical skills, good organisational skills, and strong written and verbal communication skills.
- Excellent listening skills, with the ability to empathise and build rapport with people from a wide range of backgrounds.
- Ability to work independently and be self-organised.
- Equality is at the heart of our work as a union. You must be committed to practicing equality and tackling discrimination, and removing barriers to participation for those with protected characteristics under the Equality Act.

DESIRABLE ADDITIONAL SKILLS

- A track record in representing union members in personal cases.
- Knowledge of employment tribunals and early conciliation processes and procedures.
- Knowledge of contract law and with particular regard to self-employment.
- A keen interest, awareness of and engagement with the arts and trade union movement.

Pay: £25 per hour.

Hours: 12 - 20 hours a month. Where need arises, for example where the caseworker is representing a member at a hearing and preparation will run to more than the allocated weekly hours, this would need the prior approval of your line manager.

Terms of Engagement:
A contract will be offered on a freelance basis with a minimum term of one year offered, including an initial 3-month probation. As the postholder will not be an employee, there will be no additional benefits such as pension offered.

Location:
The role will largely be undertaken virtually. However, the caseworker should be free to travel to London or other parts of the UK for occasional face-to-face meetings and to cover occasional events. AUE will cover any pre-agreed travel costs.