|  |  |
| --- | --- |
| 0222/MT/JBR |  |

3 January 2025

# To the Applicant

**named in the Address**

Dear Applicant

## Information for Applicants

Thank you for the interest you have shown in the vacancy of **Contributions Administrator – Head Office (Ref 891)**.

The Union of Shop, Distributive and Allied Workers is one of the UK's largest trade unions, with members working in retail, distribution, food processing and manufacturing, and other industries (sectors).

I hope you find the application pack sufficiently informative in deciding whether you are the right person for this post.

**The application closing date is noon on Friday, 17 January 2025.** Please email your completed Application and Equal Opportunities forms to [jobvacancies@usdaw.org.uk](mailto:jobvacancies@usdaw.org.uk). If an acknowledgement of receipt of the application form is required, please telephone the   
HR Section on 0161 249 2457.

Interviews are expected to take place on **Friday, 24 January 2025.**

All applications will be treated in the strictest confidence. Please note that CVs will not be accepted and we can only accept emailed applications in Word or PDF format.

Please note that it is the Union's policy to not give external candidates feedback after not being shortlisted for interview.

I look forward to receiving your application.

Yours sincerely

# BRENDAN DUGGAN

Executive and Administration Officer



**CONTRIBUTIONS ADMINISTRATOR**

**RECORDS SECTION**

**HEAD OFFICE**

**(REF: 891)**

# CONTENTS

* Job Description.
* Person Specification.
* Principal Conditions of Service.
* Equal Opportunities Form.
* Application Form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**JOB DESCRIPTION**

**CONTRIBUTIONS ADMINISTRATOR**

**RECORDS SECTION**

**HEAD OFFICE**

**(REF: 891)**

|  |  |
| --- | --- |
| **Job Title:** | Contributions Administrator |
| **Grade:** | 1 |
| **Responsible to:** | Deputy Department Head, Senior Membership Supervisor, Contributions/Membership Supervisor and  Senior Contributions/Membership Administrator |
| **Job Purpose:** | To support efficient and effective membership records management and contribution services to the Union as part of the Records Section, ensuring membership and contribution information is comprehensive and accurate in line with Union rules and Government regulations. |
|  |  |

## Principal Accountabilities

The duties outlined below are not intended to be an exhaustive list but are simply to indicate the main activities of the postholder:

1. Maintain accurate and up-to-date membership details including payment histories using the Union's membership database.
2. Check and process payments received for Union members paying via various pay methods, making sure that correct contributions are being paid and, if not, taking the appropriate action to correct.
3. Provide a customer service to Union members, their families, and relevant third parties by responding to enquiries received by telephone, email or mail, take appropriate action to resolve queries and update membership records as required.
4. Use and maintain the membership database in line with internal policies to store, analyse and produce relevant data related to membership, payments, and employer relationships in various formats.
5. Liaise with colleagues in other Head Office departments and regional offices on relevant membership matters.
6. Work collaboratively with colleagues to ensure telephone and email cover during core office hours.
7. Check and process timely and accurate payments to Union members including refunds and benefits, making sure that payments are being made in line with the Union's standard rules.
8. Undertake other ad hoc duties as may be required from time to time.

## Planning and Organising

1. Work originates daily via the post, telephone and email and from other Head Office teams and regional offices.
2. Ongoing membership records amendments are organised on a daily/weekly basis.
3. Membership contributions are checked and administered on a monthly/quarterly basis.
4. Benefit claims are processed and paid on a weekly basis.
5. Work is planned and organised within the constraints of fluctuating workloads, the need to meet deadlines and staff availability.
6. The postholder plans and manages their workload in response to the volume of work received, priority services, and deadlines set by their supervisors and managers.
7. The postholder works within Union rules and National Executive Council precedents as well as Records Section policies and procedures.

## Essential Internal and External Work Relationships

Colleagues in the Membership Team

Colleagues in other Head Office teams and regional offices

Union members and their families



**PERSON SPECIFICATION**

**CONTRIBUTIONS ADMINISTRATOR**

**RECORDS SECTION**

**HEAD OFFICE**

**(REF: 891)**

The post requires you to have, or be capable of acquiring, the competencies listed in the boxes below. These cover knowledge, skills, and behaviours.

The Application for Employment form has a section headed 'Key Competencies', where you should tell us how you meet those competencies. It is not sufficient simply to repeat the words in the person specification: we expect you to give short, clear real-life examples to demonstrate your ability to do this job. Some of your examples may cover a number of competencies, so you do not need to repeat the details each time.

Your examples should tell us what was required, what you did, what the outcome was, and what you learned from the situation.

We know some of the competencies may be specific to Usdaw. Applicants without this specific information should demonstrate their competence from other experiences or situations and explain how that is transferable to this job.

**Please do not use more than three additional pages in addition to the Key Competencies page at Section 8 of the Application for Employment.** Where more than three additional pages are submitted, the application may not receive any further consideration.

The fields in the 'Application for Employment' form have no word or character limit and will automatically expand as they are completed.

If you are shortlisted for interview, you will be required to undertake further exercises for us to assess your competencies practically.

|  |
| --- |
| **KNOWLEDGE** |
| * Experience of general office practices and procedures preferably within a membership or customer service environment. * Knowledge of the membership 'lifecycle' from application to cancellation. * Knowledge of membership or similar databases. * Knowledge of data protection and handling people's personal data confidentially and sensitively. * The structure, rules and procedures of the Union and role and function of the membership team, specifically in financial transactions and records management. |
| **SKILLS** |
| * Strong interpersonal skills and the ability to communicate effectively by telephone, in writing and face to face. * Strong computer literacy and keyboard skills, including Excel, Word, Outlook and databases. * Numeracy and an ability to understand, collate and prepare basic reports and statistical data. * Strong data management and high standards of customer service provision. * Strong planning and organisational skills and the ability to prioritise work in order to meet deadlines. * An ability to work with minimum supervision. |
| **BEHAVIOURS** |
| * Actively listens to and respects the views and feelings of others and works harmoniously with individual colleagues and teams. * Actively contributes to team discussions and decisions. * Demonstrates tact, initiative and discretion when handling personal and sensitive information. * Has a commitment to equal opportunities practice. * Has a methodical approach with close attention to detail and concern for accuracy and meeting deadlines. * Makes sound judgements and knows when to refer more complex queries. * Responds to change, is adaptable and flexible to the changing needs of the job and the Union, and has a proactive approach to training and development opportunities to meet the demands of the job. |



# PRINCIPAL CONDITIONS OF SERVICE

Usdaw offers generous conditions of service. Some of the Union's key terms and conditions are detailed below:

Salary and Hours

This information is detailed on the advertisement and/or job description.

Maternity and Paternity Entitlement and Shared Parental Leave

The Union provides generous maternity leave provisions and the Paternity and Shared Parental Leave Policies are set out in the Staff Handbook.

**Holidays**

The Union provides a generous holiday entitlement of 24 days rising to 32 days after 5 years' service   
(pro rata to commencing month in holiday year and number of days a week worked).

**Sick Pay Entitlements**

The Union provides a generous sick pay scheme subject to qualifying criteria.

**Pension**

Usdaw is compliant with auto enrolment legislation which requires the automatic entry of all new employees into a workplace pension scheme.

New employees will be auto enrolled into the Usdaw Staff Defined Contribution Pension Plan on commencement of employment subject to their meeting the following qualifying criteria:

* They are aged between 18 and State Pension Age, and
* Their annual earnings exceed the prevailing Personal Allowance for Income Tax.

Non-qualifying employees will not be auto enrolled but may opt in at any time.

New employees will receive separate correspondence concerning their eligibility for automatic enrolment and will be provided with details of the Pension Plan and its benefits.

On completion of two continuous years' employment employees are eligible to opt out of the Pension Plan and join the Union's final salary pension scheme instead.

## Probationary Period

All employees, upon commencing employment with Usdaw, are required to undertake a minimum probationary period of six months.

**Data Protection Policy**

The Data Protection Policy sets out how the Union processes the personal data of members of staff for contractual, legal and other legitimate purposes.

Privacy notices are used where it is necessary for the Union to gather personal data from staff.

The Personal Data Breach Policysets out how the Union responds to actual or suspected breaches of personal data.

### References

All conditional offers of appointment are subject to the Union being satisfied with two references. Both referees will be asked to comment on work performance, particularly in relation to the person specification, eg current or previous employer, tutor, etc.

Applicants should note that members of the interviewing panel are disqualified from providing references for shortlisted candidates.

### Medical

All conditional offers of appointment are subject to the Union being satisfied with a pre-employment medical questionnaire. This will be conducted by the Union's occupational health provider.

## Requirements of the Immigration, Asylum and Nationality Act 2006

All conditional offers of employment are subject to the production of a document or documents on a statutory list that confirms eligibility to work in the UK.

## Equal Opportunities Policy

Usdaw is an equal opportunities employer committed to treating all employees and job applicants with dignity and respect. A copy of the Equal Opportunities Policy is included in the application pack.

# EQUAL OPPORTUNITIES MONITORING FORM

This section of the application form will be detached from your application and will be used solely for monitoring purposes and will not be seen by the appointing panel.

Usdaw is an equal opportunities employer. We are committed to treating all employees and job applicants with dignity and respect regardless of gender, sexual orientation, gender reassignment, race, religion or belief, marital status and civil partnership, disability, age or pregnancy and maternity. We therefore welcome applications from all sections of the community.

Your co-operation in completing this form in full and returning it along with your application form and convictions form will help us to ensure that we maintain that commitment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** | M | F | Another Gender  Identity | Prefer Not  to Say |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age** | 16-24 | 25-35 | 36-45 | 46-55 | 56 plus |

**Ethnic Origin**

|  |  |  |
| --- | --- | --- |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Other  (please specify) | **Black or Black British**  Caribbean  African  Other  (please specify) | **Chinese/Other Ethnic Group**  Chinese  Other  (please specify) |
| **Mixed**  White & Black  White & Black African  White & Asian  Other  (please specify) | **White**  British  Irish  Other  (please specify) | **Other**  (please specify) |

**Disability**

|  |  |
| --- | --- |
| The Union will make reasonable adjustments in respect of applicants with a disability. This applies to the application and shortlisting stages and during the selection process.  The Equality Act defines disability as 'A physical or mental impairment which has a substantial and  long-term effect on the person's ability to carry out normal day-to-day activities'. | |
| Do you consider yourself to have a disability? | YES  NO |
| If yes, please state nature of disability: | |

REF: 891

Contributions Administrator

January 2025

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Where did you **first** see this job advertised? | | | | |
| The Guardian | TUC | Internal Notice | | Word of Mouth |
| Total Jobs | Fish4Jobs | S1 Jobs | | Journal |
| Local Paper  (please specify): | | Other  (please specify): | | |
| Are you employed by the Union? | | | | YES  NO | |
| Are you carrying out work for the Union through an agency? | | | | YES  NO | |

**Data Protection**

Usdaw is committed to meeting its obligations to process data in accordance with the requirements of data protection legislation.

The data we collect on this form will be used for the production of de-personalised statistics and for any necessary reasonable adjustments. The form will be stored securely and destroyed six months following the interview date. Successful applicant(s) will be subject to the Union's Privacy Notice for Staff on commencement of employment. You have the right to be informed about processing of your personal data, request access to your personal data, and its rectification, erasure, restriction on processing, objection to processing and portability. You have the right to complain to the Information Commissioner. Usdaw and its Data Protection Officer may be contacted at Voyager Building, 2 Furness Quay, Salford Quays, Manchester, M50 3XZ.

## EQUAL OPPORTUNITIES POLICY

The Union is committed to policies and actions to ensure that its staff are not discriminated against on the basis of gender, sexual orientation, gender reassignment, race, religion or belief, marital status and civil partnership, disability, age or pregnancy and maternity.

The Union embraces and is committed to implementing all anti-discrimination legislation and aims to ensure its compliance in all aspects of its work as an employer.

These principles will apply in respect of all terms and conditions of employment, including pay, hours of work, holiday entitlement, overtime and shift work, work allocation, guaranteed earnings, sick pay, pensions, recruitment, training, promotion and redundancy.

**Policy Statement:**

The Union is committed to:

* Developing policies to promote equality of opportunity in employment.
* Assisting in creating a productive, safe and discrimination-free work environment where all staff are treated fairly and with respect.
* Demonstrating and promoting a commitment to equality issues by preventing and challenging discrimination and valuing diversity.
* Developing stronger internal and external communications on all aspects of Union business but specifically equality issues and ensuring that staff views are listened to and responded to.
* Improving the motivation, performance, skills and morale of all staff.

All staff will be made fully aware of this policy and must adhere to its requirements. Any staff member who feels that they have grounds for complaint in relation to bullying, discrimination, harassment or victimisation has the right to pursue their complaint through the Union's Grievance Procedure or Harassment and Bullying Procedure.

All complaints relating to alleged breaches of the Union's Equal Opportunities Policy will be investigated. Any such complaints which are upheld may lead to appropriate disciplinary action being invoked against any member of staff of the Union.

The Union and relevant staff representative bodies agree that they will revise, from time to time, through their joint machinery, the operation of this Equal Opportunities Policy.

|  |
| --- |
| CRIMINAL CONVICTIONS FORM |

|  |  |
| --- | --- |
| Do you have any unspent convictions? | YES  NO |
| If yes, please give details below. Spent convictions do not have to be declared as the job is not one that is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Please see [https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-197](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)4 for further details.  We will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. The information you provide will be kept confidential. | |

I confirm that to the best of my knowledge the information given on this form is true and correct. I understand that if I deliberately omit or give false/misleading information I will be immediately disqualified from the selection process, or be subject to disciplinary action, if already in employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

Usdaw is committed to meeting its obligations to process data in accordance with the requirements of data protection legislation.

The information we collect on this form will be used to process your application for employment purposes. The form will be stored securely and destroyed six months following the interview date. Successful applicant(s) will be subject to the Union's Privacy Notice for Staff on commencement of employment. You have the right to be informed about processing of your personal data, request access to your personal data, and its rectification, erasure, restriction on processing, objection to processing and portability. You have the right to complain to the Information Commissioner. Usdaw and its Data Protection Officer may be contacted at Voyager Building, 2 Furness Quay, Salford Quays, Manchester, M50 3XZ.

REF: 891

Contributions Administrator

January 2025

|  |
| --- |
| APPLICATION FOR EMPLOYMENT |

|  |  |
| --- | --- |
|  |  |
| **PERSONAL INFORMATION**  **(CONFIDENTIAL)** | **ID NO:**  **(for office use only)** |

Please complete this form in BLACK ink or type written.

|  |  |  |
| --- | --- | --- |
| **POST TITLE:**  **CONTRIBUTIONS ADMINISTRATOR – RECORDS SECTION – HEAD OFFICE** | **CLOSING DATE:**  **NOON ON FRIDAY,  17 JANUARY 2025** | **JOB REF NO: 891**  **(for office use only)** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PERSONAL DETAILS** |  |  |
|  |  |  | |
|  | Surname: | Forename(s): | |
|  | Address: | Home Tel: | |
|  |  | Work Tel: | |
|  |  | Mobile No: | |
|  |  | Email Address: | |
|  | Postcode: | NI No: | |

|  |  |
| --- | --- |
|  | Please give any dates when you are unavailable for interview:  The panel will not necessarily be able to accommodate applicants who are unavailable on given dates. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PRESENT OR MOST RECENT EMPLOYMENT** | |  | |
|  |  |  | | |
|  | Name and Address of Employer: | Job Title: | | |
|  |  | Notice Period: | | Salary:  £ |
|  | Postcode: | Date commenced:  Date left *(where applicable)*: | | |
|  | Nature of Business: | Reason for Leaving *(where applicable)*: | | |
|  | Brief description of main duties and responsibilities. | | | |

|  |  |
| --- | --- |
|  | **PREVIOUS EMPLOYMENT**  Please list all previous employment, work experience, voluntary work or any gaps in employment – starting with the most recent first. If necessary, please attach additional information regarding employment and education history on a separate sheet and return this with your application form. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Job Title and Brief Description of Main Duties | Duration  Years/Months | Reason for  Leaving |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **EDUCATION** |  | |
|  |  | |  |  |
|  | | Schools, Colleges, etc. | | Qualifications Gained | Duration  Years/Months |
|  | |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | PROFESSIONAL/TECHNICAL QUALIFICATIONS | | |  | | |
|  |  |  |  | |  | |
|  | Qualification Gained | Where Obtained | | | | Duration  Years/Months |
|  |  |  | | | |  |
|  | Membership of professional bodies other than above and how obtained. | | | | | |
|  |  |  | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TRAINING** | (Job related training courses attended) | | | |
|  |  | |  | | |  |
|  | Course | | | Where Attended | Date |  |
|  |  | | |  |  |  |

|  |  |
| --- | --- |
| **8.** | **KEY COMPETENCIES** |
|  |  | |
|  | **Please give details of relevant knowledge, skills and behaviours, including examples, on the key competencies below which you consider may be helpful in assessing your suitability for this post.** | |
|  | **Knowledge of membership or similar databases.** | |
|  |  | |
|  | **Strong interpersonal skills and the ability to communicate effectively by telephone,  in writing and face to face.** | |
|  |  | |
|  | **Knowledge of data protection and handling people's personal data confidentially and sensitively.** | |
|  |  | |
|  | **Strong computer literacy and keyboard skills, including Excel, Word, Outlook and databases.** | |
|  |  | |
|  | **Strong data management and high standards of customer service provision.** | |
|  |  | |
|  | **Strong planning and organisational skills and the ability to prioritise work in order to meet deadlines.** | |
|  |  | |
|  | **Although the competencies above are key to this role, all the remaining competencies in the Person Specification are desirable. Please use the box below to outline any knowledge, skills and behaviours, including examples, in relation to these competencies which you feel may be helpful in assessing your suitability for this post.** | |
|  |  | |

*The rows above have no word or character limit and will automatically expand as they are completed, however they should not fill more than three additional pages.*

*If the application is completed by hand please continue on a separate sheet, but please do not attach more than three additional sides of A4 paper.*

|  |  |
| --- | --- |
| **9.** | **TRADE UNION INVOLVEMENT** |
|  |  | |
|  | (Provide any details concerning membership, positions held and involvement in the Trade Union and Labour Movement.) | |
|  |  | |

|  |  |  |
| --- | --- | --- |
|  | **REFERENCES** |  |
|  | Please give the names and addresses of two referees. One must be your present or most recent employer. The other can be either another previous employer or any other person who is able to comment on your work performance, particularly in relation to the Person Specification, eg Tutor etc.  References will not be taken up until a conditional offer of employment is made.  Applicants should note that members of the interview panel are disqualified from providing references for shortlisted candidates.   |  |  | | --- | --- | | Name: | Name: | | Job Title: | Job Title: | | Organisation: | Organisation: | | Your Relationship to Referee: | Your Relationship to Referee: | | Address: | Address: | |  |  | | Tel No: | Tel No: | | Email: | Email: | | |

|  |  |  |
| --- | --- | --- |
|  | I confirm that to the best of my knowledge the information given on this form is true and correct. I understand that if I deliberately omit or give false/misleading information I will be immediately disqualified from the selection process, or be subject to disciplinary action, if already in employment.  I consent to Usdaw accessing and holding such data as may be required that is relevant to my application and employment, if appointed.  **Data Protection**  Usdaw is committed to meeting its obligations to process data in accordance with the requirements of data protection legislation.  The personal data we collect on this form will be used to process your application for recruitment purposes, with your consent as signed on this form. The form will be stored securely, shared only with the shortlisting and interview panels and members of the Human Resources Team for administrative use only and destroyed six months following the interview date. Successful applicant(s) will be subject to the Union's Privacy Notice for Staff on commencement of employment. You have the right to be informed about processing of your personal data, request access to your personal data, and its rectification, erasure, restriction on processing, objection to processing and portability. You have the right to complain to the Information Commissioner. Usdaw and its Data Protection Officer may be contacted at Voyager Building, 2 Furness Quay, Salford Quays, Manchester, M50 3XZ. | |
|  | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **NOTE TO APPLICANTS** | Please return your **signed** application form to [jobvacancies@usdaw.org.uk](mailto:jobvacancies@usdaw.org.uk).  Applications received after the closing date will not be considered. |