

VACANCY

Coordinator / Senior Coordinator

UNICARE (Grade C/E)

Nyon, Switzerland - (80-100%)

UNI Global Union is seeking a Coordinator / Senior Coordinator UNICARE at its head office in Nyon to assist the UNICare sector with:

growing unions, improving working conditions, achieving better regulations and building global labour relations with the leading multinationals in the sectors.

1 About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, UNI represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland with nearly 50 staff.

UNI's strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

2 About UNICARE

UNICARE (private care and social insurance) is a large, growing, exciting and dynamic sector within UNI Global Union. This sector has developed a strategic action plan which unites and aligns efforts in all UNI regions for coordinated and integrated action.

3 About the job

As the new Coordinator /Senior Coordinator within the UNICARE department, you will have a key role in assisting with the implementation of this program. Some of these activities will include preparing documents and research for meetings, media or decision makers, communicating with affiliates on important developments, supporting campaigns and projects as well as providing strategic input to the Head of Department.

As Coordinator / Senior Coordinator UNICARE, your tasks will include:

- Producing research, analysis and advocacy materials, including corporate and country profiles to support the work of UNICARE and its affiliates.
- Supporting and monitoring campaigns with affiliates in order to win key political and regulatory objectives in the sector and support the unions in growing their membership;
- Developing, writing and implementing together with the Head of Departments projects with Solidarity Organisations, international Organisations and UNI's SCORE Department.
- Liaise together with the Head of Department with the ITUC, GUF's, the ILO, employers' organisations, multinational companies, the OECD, WHO, as well as other UN agencies and other organisations.

- Monitoring and reporting developments relevant to the sector, including activities of affiliates.
- Preparing material, presentations, and documents for meetings, conferences and forums.
- Supporting global campaigns, together with affiliates, to win organising rights for workers in the key multinational and regional companies in the sector.
- Working with affiliates to strengthen and engage global union alliances in actions to increase union power and to develop the role of the global union in MNCs in the sector.
- Assisting with the development of effective relationships with employers and UNI affiliates.
- Working with the Head of Department and the regional sector representatives to elevate, coordinate and achieve global objectives and implementing the strategic action plans in each of the four regions.

The Coordinator / Senior Coordinator will report to the Head of UNICARE and work with UNI Head Office and Regional staff as required.

The position is based in Nyon Switzerland and the terms and conditions of employment of the collective agreement existing between UNI Global and their Nyon employees' trade union UNIA, Switzerland apply.

4 Experience & Competencies

This is a demanding role that requires significant skills and experience. Our successful candidate will have:

- A strong personal commitment to the goals of UNI Global Union and the trade union movement.
- Strong writing, public speaking and communication skills.
- Fluency in English, spoken and written, is essential. Knowledge of a second official UNI Global language (German, French, Spanish, Swedish) is an advantage.
- Prior experience working on campaigns and/or projects.
- A deep understanding of contemporary labour problems, the challenges facing unions and the role comprehensive and strategic campaigns play in supporting union objectives in organising, negotiations and policy matters.
- The ability to engage in responsible financial oversight of activities and projects respecting budgetary limitations.
- Knowledge about the care sector.
- A minimum of 5 years of relevant experience

Research experience relating to trade unions or workers' rights would be an advantage. A candidate with trade union experience at a local, national or international level will be preferred.

In addition, the successful candidate:

- Can work well with affiliates and with the Head Office and Regional staff with differing experiences, industrial relations systems and trade union cultures.
- Adapts to irregular and unusual hours and strenuous travel commitments.
- Demonstrates effective time management skills, including prioritising and managing multiple tasks and meeting deadlines.
- Has experience in developing personal work plans and goals.
- Has the ability to plan strategically and administratively.

UNI Global Union strongly encourages women to apply for this position as the vast majority of the represented care workers are women. In case of equal qualification women will be given preference.

5 How to apply

Applications to the position must be sent in English to Céline Tremblet, Human Resources Manager, at jobs@uniglobalunion.org no later than August 31st 2021 and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs)
- CV and relevant work certificates and diplomas

First interviews will take place online at the beginning of September.

6 Data management

In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>