



**The Professional Trade Union for Prison,  
Correctional and Public and Private  
Mental Health Trust Service Providers**

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# POA Circular 055/2024

**For information: England & Wales, Special Hospitals, Private Sector, IRCs  
Northern Ireland, Scotland**

9<sup>th</sup> August 2024

Dear Colleagues

## **GENERAL SECRETARY POST**

### **CONDITIONS OF SERVICE**

The current position of the General Secretary expires in May 2025 after Annual Conference.

Please find enclosed a summary of the Conditions of Service that will apply.

Branches are reminded that the General Secretary is a member of the National Executive Committee and is required to be elected in accordance with the Provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Therefore, the post holder is both elected and an employee of the Union.

Yours sincerely

**JOE SIMPSON**  
Deputy General Secretary

**ENCLOSURE**

## **GENERAL SECRETARY POST:**

### **CONDITIONS OF SERVICE AND JOB DESCRIPTION**

**STATUS:** Full time employee of the Union and member of the National Executive Committee.

**PERIOD OF ELECTED OFFICE:** Five years from the end of Annual Conference 2025 until the end of Annual Conference 2030. Future periods of office are subject to re-election every five years as per legislation.

**SALARY:** £92,996.12 plus locality allowance of £4,000.00.

**PENSION:** Any candidate successful in the election for the post of General Secretary will be offered a personal pension plan which is an employee/employer contributory pension scheme. Please note this does not mirror the Civil Service pension scheme. It is not a defined benefit scheme but a defined contribution which is 30 per cent of pensionable salary (basic salary plus locality allowance).

**ANNUAL LEAVE:** Calculated in accordance with length of Service in Public Prison Service, NHS, POA, Private Prisons and Immigration Centres.

**LOCATION:** The post will be based at POA Headquarters, Cronin House, Edmonton, London. As with other full-time staff, you may be required to work elsewhere depending on the needs of the POA.

In the event of the successful applicant requiring a permanent move of home, the POA would wish to exercise discretion to ensure that the successful candidate elected by the membership is given the best opportunity to fulfil their obligation to the POA.

Applicants should note that mortgage facilities, housing provision or housing allowance will not be provided by the POA.

A car will be provided, and expenses paid in accordance with the POA Expenses Manual approved by Conference.

## **RESPONSIBILITIES AND CURRENT JOB DESCRIPTION:**

The final job description will be provided to the successful candidate. At present it includes the following but is not exhaustive and may be altered for the successful candidate:

- Member of the General Council TUC (subject to election)
- Member of the Executive Committee TUC (subject to appointment)
- Member of the GFTU Executive Committee (subject to appointment)
- Member of the Institute of Employment Executive Committee (subject to appointment)
- Member of Justice for Colombia Executive Committee (subject to appointment)
- Member of the Trade Union Co-ordinating Group (TUCG)  
Member of the Justice Union Parliamentary Group
- Member of the National Trade Union Committee (NTUC) which is made up of Civil Service Unions who consult and negotiate with Cabinet Office.

The General Secretary is primarily responsible for the Administration of the Union, the day-to-day Management of the Deputy General Secretary, Full-Time Officers, Support Staff, the Wales Union Learning Fund (WULF), and all POA offices.

The General Secretary is also a member of the Finance Committee, Legal Aid Committee, Welfare Committee and is ultimately responsible for the returns to the respective Certification Officers for the (AR21) Annual Returns including the Political Funds for England/Wales/Scotland with a separate submission to Northern Ireland and the Isle of Man Government. The Welfare Accounts are also the responsibility of the General Secretary to the Charity Commission.

The General Secretary is also responsible for the Finance Officer role sharing responsibilities with the Deputy General Secretary.

The General Secretary will be responsible to the National Executive Committee and ensure that their decisions are acted upon in a timely manner.

The General Secretary is responsible for relaying information to and from the TUC and other external agencies as determined by the National Executive Committee.

The General Secretary as Chief Advisor and negotiator to the NEC will alongside the National Chair lead on meetings with Ministers and other high-level discussions including giving written and oral submissions to Select Committee's in Parliament.

The General Secretary will also liaise with the media, Cabinet Office and other organisations when required to do so.

These are guidelines to the Job Description and are not exhaustive.

A full job description and contract of employment for five (5) years fixed term will be given to the successful candidate.