

## **UNISON**

### **Job Brief: Area Learning and Development Organiser (R11/92T - R11/93T) - Wales Union Learn Fund (WULF)**

#### **Introduction**

UNISON is Britain and Europe's biggest public sector union with more than 1.2 million members. Our members are people working in the public services, for private contractors providing public services and in the essential utilities. They include frontline staff and managers working full or part time in local authorities, the NHS, the police service, colleges and schools, the electricity, gas and water industries, transport and the voluntary sector. We employ 1200 staff, approximately 360 at our national centre in Euston, central London and the remainder in our twelve regions across the UK - 9 English regions and, Scotland, Cymru/Wales and Northern Ireland.

UNISON is the largest trade union in Wales with nearly 100,000 members and, as well as a Learning and Organising Services Unit at the national centre, has a dedicated learning and organising function delivering workplace representative training and membership development programmes. The Union has approximately 27,000 activists operating within 1200 local branches. Over 3000 of these activists are Union Learning Representatives.

Strategic responsibility for the ALDO posts lies with the Cymru Wales Education and Training Sub Team and day to day supervisory responsibility will rest with the Regional Organiser (Education).

#### **Learning and Organising Services**

Learning and Organising Services (LAOS) is responsible for the development and delivery of learning opportunities to UNISON activists and members. This ranges from the development of organising, recruitment and negotiating to specialist training across all of UNISON's different service groups, to member development programmes to develop skills for life, confidence and communication skills. LAOS also provides support to staff and representatives in discussions with employers around learning issues.

UNISON Cymru Wales is committed to developing the workplace as a learning community. We work in partnership with employers to try and build active learning cultures that contribute to improving services for users and which enhances the prospects and quality of life of our members.

We want to ensure that as many of our members as possible have opportunities for learning to provide them with the skills and the confidence to progress and participate fully in all spheres of their lives.

We do this through our network of Branch workplace representatives, including UNISON Learning Reps (ULRs), Branch Education Co-ordinators and Branch Life-Long Learning Co-ordinators who work alongside members building confidence, identifying opportunities and providing access to education and training.

Previous UNISON Cymru Wales WULF projects were partnerships that successfully provided opportunities for workers across Wales delivering public services that helped to raise and develop their skills. This included providing opportunities for public service workers to develop their Essential Skills in digital literacies in order to raise their ability to take part in online learning and service delivery.

In line with Welsh Government's Employability Plan and Wales' three Regional Learning Partnerships' Employment and Skills Plans we will build on this work through our Connecting Learners in the Public Sector in Wales (2019-22) WULF project.

## **The Role**

The two WULF Area Learning & Development Organisers will run the project on a day to day basis on behalf of the Project Board within the constraints set out in the project application and the contract with the Welsh Government (WG).

They will work as part of the Cymru Wales Education and Training sub team and have responsibility for providing resources and ensuring high quality delivery of a comprehensive programme of education, training and support.

Whilst the project broadly supports all four themes set out in Welsh Government's Employment Plan, it will primarily focus on 'Responding to current and projected skills gaps'.

Consequently the ALDOs will work with UNISON branches, employers and employees to:

- Identify learning needs, including essential skills
- Build capacity to learn, encourage progression, organise taster sessions and job focused workshops e.g. Confidence Building etc
- Enable delivery of accredited and non-accredited learning opportunities to staff to build their confidence and essential skills

One of the primary aims will be to raise skills, including essential skills, of support staff working in schools, health care support workers and the social care workforce in Wales.

We want to widen participation amongst these workers as they are often non-traditional learners or hard to reach and who deliver important public services.

We will seek to develop literacy and numeracy skills and those skills needed for personal growth, employment and that respond to local needs and that employers value.

The broad goal is to see an improvement in the skills of those workers and in the quality of delivery of public services.

We want to do this in a way that is consistent with UNISONs aims and objectives and which grows the Union and encourages more members to actively participate in UNISON.

## UNISON

**Wales Union Learn Fund (WULF) Area Learning and Development Organiser  
Fixed Term Contract until 31 March 2020  
R11/92T - R11/93T  
Cymru Wales Region**

### **JOB DESCRIPTION**

**Grade:** 5

**Reports to:** Strategic responsibility: Cymru Wales Education & Training Team.  
Reports directly to the Regional Organiser (Education)

**Location:** Cardiff / Colwyn Bay Regional Offices

### **Summary**

- To promote inclusivity and widen participation amongst non-traditional and hard to reach workers delivering public services in Wales
- To encourage employers to recognise the positive role that Trade Union Membership can have on improving the delivery of quality public services
- To raise the skills and promote the benefits of addressing essential skills issues of people working in the human foundational economy focussing on schools support staff, health care support workers and those working in social care settings
- To work to enable those workers delivering public services to better understand the role and impact of digital credentials on employability and progression and to build their digital literacies in order to improve their career progression and employability.
- To support the development of a high quality and sustainable infrastructure of Union Learning Representatives in UNISON.
- To ensure that the learning agenda is integrated into the organising, negotiating and representational work of regions.

### **Key Tasks and Responsibilities:**

#### **Specialist/Technical**

- To develop and implement organising for learning strategies in branches including recruiting around learning
- To work with branches, employees and employers to identify learning needs, including essential skills
- To build capacity to learn, encourage progression, organise taster sessions and job focused workshops e.g. Confidence Building etc

- To enable delivery of accredited and non-accredited learning opportunities to staff to build their confidence and essential skills
- To raise skills, including essential skills, of support staff working in schools, health care support workers and the social care workforce in Wales.
- To widen participation amongst these workers who are often non-traditional learners or hard to reach and who deliver important public services in Wales.
- To work with branches and employers to raise awareness about specialist learning initiatives to support the recruitment of ULRs and promote the learning agenda
- To develop and apply expertise in working with a specialist group related to learning and advise colleagues on this area of work (e.g. working with women, older workers, young people or workers from a black ethnic minority background)

### **Interpersonal & Communication Skills**

- To identify potential beneficiaries and arrange learning activity as outlined in the Project application.
- To work in partnership with branches, employers and providers to deliver learning activity to those target groups.
- To identify appropriate learning providers and work with them to deliver learning activity to UNISON members and non members working in the Public Services.
- To motivate and enthuse members, non members, branches and employers and put the case for learning and widening participation.
- To encourage, support and mentor Union Learning Reps to enable them to access development opportunities within UNISON and support the development of effective networks
- Work with regional Service Groups/sector groups to develop strategies for linking learning to recruitment, organising and negotiating campaigns in branches/ employer partnerships. This includes working directly with employers alongside the service group and developing strategies for building branch education teams and Union Learning rep capacity as part of branch / regional learning agreements.
- To promote learning initiatives in accordance with the Wales Union Learning Fund and UNISON's strategy on widening participation in learning.

## **Administrative**

- To collate and verify outcomes from UNISONs Connecting Learners in the Public Sector in Wales (2019-22) WULF project.
- To prepare monthly reports in accordance with the Wales Union Learning Fund guidelines including financial claims on a monthly basis.
- To monitor and record expenditure in line with UNISONs Financial Management System (FMS), controls and audits and in line with the Project Contract.
- To accurately record, monitor and analyse WULF learner data.
- Track and monitor learner progression in line with WULF guidance.
- To prepare reports for UNISON's Education and Training Forum and other s as required.
- To ensure that any personal data collected, held or shared will comply with the provisions set out in the General Data protection Regulations.

## UNISON

### Wales Union Learn Fund (WULF) Area Learning and Development Organiser Cymru Wales Region

#### **PERSON SPECIFICATION**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

#### **Assessment code**

**A – Application form**

**PI – Panel Interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Specialist / Technical</b>	1.1 Ability to support UNISON's objectives through lifelong learning	<b>A &amp; PI</b>
	1.2 Experience of supporting and innovating in the delivery of adult education	<b>A &amp; PI</b>
	1.3 Ability to keep abreast of developments relevant to lifelong learning	<b>A &amp; PI</b>
	1.4 An understanding of lifelong learning within a trade union setting and understanding and appreciation of the link between learning and union organising	<b>A &amp; PI</b>
<b>2. Inter-personal &amp; Communication skills</b>	2.1 Use a range of interpersonal skills including <ul style="list-style-type: none"><li>• Negotiating and persuading</li><li>• Mentoring and supporting</li></ul>	<b>A &amp; PI</b>
	2.2 Ability to promote lifelong learning	<b>A &amp; PI</b>
	2.3. Ability to contribute to the development and promotion of learning publicity materials	<b>A &amp; PI</b>
	2.4 Ability to communicate effectively using written and presentation skills and to work in a team	<b>A &amp; PI</b>
	2.5 The ability to work with Service Groups to develop the Learning and Organising approach to building activist base and branch capacity to respond to changes in the public	

	services	
<b>3. Administrative</b>	3.1 Ability to work quickly to high standards of accuracy and quality	<b>A &amp; PI</b>
	3.2 Ability to work on own initiative and to prioritise work under pressure	<b>A &amp; PI</b>
<b>4. General Knowledge</b>	4.1 Commitment to and understanding of equal opportunities and UNISON's aims and values	<b>A &amp; PI</b>
	4.2 Knowledge of the socio-economic and political context of lifelong learning	<b>A &amp; PI</b>
	4.3 IT literate with an ability to understand and use both industry and specialist software	<b>A &amp; PI</b>