

UNISON

Job Brief: Local Organiser (Union Learning Fund)

Introduction

1. UNISON is the UK's leading public sector trade union, with over 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1,200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our twelve regions across the UK, including Northern Ireland.

As well as a Learning and Organising Services Unit at the national centre, each UNISON region has a dedicated learning and organising function delivering workplace representative training and membership development programmes.

This post will support branches and learning activity across Cornwall and will be based in the Truro Branch office and will work as part of the regional education team. Although day to day supervisory responsibility will rest with the Regional Organiser (Education), the Local Organiser (union Learning) will work to an action plan determined by the National Education Officer (ULF Manager).

The Local Organiser (Union Learning) Role

2. The Local Organiser (Union Learning) will be an enthusiastic and flexible resource for promoting learning and organising at local and regional level. The focus of the job is on raising awareness of and promoting UNISONs member learning programme, recruiting new members and recruiting Union Learning representatives and other activists.
3. Ensuring that branches and the region can effectively support and engage new members to enable them to become more active in the union, with a particular focus on members from groups currently underrepresented, and in line with Union Learning Fund (ULF) priorities. The Local Organiser (Union Learning) will:
 - Promote UNISONs member learning and union learning funded activity
 - Advises and assists branches with the arrangements and administration of learning and organising events and campaigns, by helping draft publicity, carry out activity to promote events by using appropriate methods e.g. social media, mail shots, electronic communications etc.
 - Identify and recruit Union Learning reps and other activists
 - Advise and support branches on establishing branch education teams and ULR networks
 - Arrange and attend learning stalls and events in workplaces and at public events
 - Contribute to the development of recruitment campaigns using learning as a mechanism to organise and recruit members.
 - Support the setting up of events and courses and undertake appropriate course administrator and other administrative tasks to ensure events and activity take place.
 - support branches to apply for ULF funding to support learning initiatives

4. To further these aims, post holders have a strong commitment to the trade union movement and the ability to motivate potential members to join and participate in the activities of UNISON. They also have an understanding of equalities issues and commitment to building a diverse organisation. They must demonstrate an enthusiastic and proactive approach to learning which encourages, motivates and enthuses colleagues and lay member activists.

**UNISON
LOCAL ORGANISER (UNION LEARNING - ULF)
BASED IN CORNWALL, SOUTH WEST REGION
REF: R10/97T**

JOB DESCRIPTION

GRADE: 7

REPORTS TO: **Regional Organiser (Education).** Strategic responsibility for the ULF Project lies with National Education Officer (ULF Manager).

Summary

This post is the first level organising post in UNISON. The post holder will focus on promoting UNISON's learning agenda, recruiting new members and recruiting Union Learning representatives and other activists.

To support the development of a high quality and sustainable infrastructure of Union Learning Representatives (ULRs) in UNISON by supporting the network of ULRs at branch and regional level.

To ensure that the learning agenda is integrated into the recruitment, organising, negotiating and representational work of the union at national, regional and branch level by promoting activities of the ULF project that improve the skills set of members and informs them of how to participate in UNISON, encourage members into positions of activism for example becoming a ULR.

Key Tasks and Responsibilities:

- Assists branches with arrangements and administration of learning, organising and recruitment events and campaigns, by helping draft publicity and communications, set up and run learning stalls,
- Collect, collate and maintain accurate data and records on learners, courses, equality and diversity data, updating the Unionlearn tracking data base. Analyse the learner equality data to assess participation in ULF learning activities and events and to inform ULRs and regional education teams of areas to target for further learning activity or follow up.
- To support Union Learning Reps and branches to apply to ULF funding, advising on procedures and how to apply for Kick start grants and other funding streams.
- To create, disseminate and despatch promotional and other publicity including educational materials to Union Learning Reps and branches in support of union learning activity.

- Encourage and support ULRs to attend relevant training in order for them to enhance their knowledge and keep up to date with learning initiatives to support their members.
- Participate in arranging and attendance at learning events, providing advice to members and ULRs on ULF and member learning workshops, resources including online materials and other learning opportunities.
- To provide advice to UNISON members, activists and other interested parties on UNISONs recruitment, organising, lifelong learning and learning campaigns.
- To update, input and maintain UNISONs Activist Membership System (AMT), RMS and Unionlearn databases. Providing statistical and other information for monthly and quarterly reporting to the National ULF Manager.
- To support the regional education team with the organising and planning of regional events for example ULR seminars, events during adult learners week.
- To ensure that all electronic and paper communications, financial and other information, is maintained, filed and stored in accordance with the general data protection legislation.
- Evaluates the outcome of learning and organising activities to build an understanding of what works.
- Contributes to the development of recruitment campaigns
- Designs and makes presentations to prospective members at induction and other events
- Assist with identifying and developing new activists.
- Prepare regular reports of activity for the attention of the Regional Organiser (Education), regional learning and organising committee and national Learning and Organising department.
- Support the national inclusive learning project (ULF) to meet its overall objectives in line with UNISONs aims and objectives.
- Undertakes other duties as required by the grade definition or job profile of this post.

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PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, 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 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.

Heading	Selection Criteria
Thinking	<p>1. Experience of solving straightforward problems including:</p> <p>1.1 practical problem solving 1.2 planning and organising meetings 1.3 analysing information.</p> <p>2. Learning and Development</p> <p>2.1 ability to identify development needs of others 2.2 commitment to continuous personal learning and development.</p>
Interpersonal & Communication	<p>3. Experience of advising, guiding or persuading using interpersonal skills to respond to the needs of others:</p> <p>3.1 influencing others 3.2 giving advice 3.3 drafting correspondence newsletters minutes etc 3.4 assisting in presentations.</p> <p>4. Experience of giving basic advice including:</p> <p>4.1 member/customer care 4.2 evidence of dealing with people who are angry or upset.</p> <p>5. Experience of effectively working in a team environment.</p>
Initiative & Independence	<p>6. Experience of organising and prioritising own workload including:</p>

	6.1 decision making within guidelines 6.2 following policies and procedures.
Resource Management	7. Experience of handling or processing material financial or & information resources including: 7.1 time management 7.2 information management 7.3 monitoring expenditure 7.4 maintaining confidential information.
Physical Skills <i>((with DDA modification where necessary))</i>	8. Lifting light equipment 9. Ability to travel
General Knowledge	10. Understanding of and commitment to the principles of equality and democracy. 11. General understanding of employment issues. 12. Understanding of the basics of employment law. 13. Understanding of the role of trade unions. 14. ICT packages including Microsoft Office suite.

Other Information

The closing date for applications is Thursday 25th April 2019

Successful candidates will be invited for interview on Tuesday 7th May 2019

Please send completed forms together with Recruitment and Disability Monitoring Forms to Julie.williams@unison.co.uk