

UNISON

Job Brief: Administrator (Union Learning Fund)

Introduction

1. UNISON is UK's and Europe's biggest public sector union with more than 1.3 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.

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. The Union has approximately 27,000 activists operating within 1200 local branches. Over 3000 of these activists are Union Learning Representatives (ULR's).

Learning and Organising Services

2. 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.

Each year approximately 10,000 UNISON workplace representatives take part in training and development activity either with UNISON or through TUC/Union learn trade union education departments in colleges. In addition LAOS supports a programme of learning to members and potential members in UNISON either directly or through employer partnerships, and oversees strategic projects which promote the development of activists and members. LAOS also delivers staff training on key areas linked to organising, campaigning and mentoring.

The Role

The **ULF Administrator** is part of a team with responsibility for administration to support the high quality delivery of a comprehensive programme of member learning activities and education, training and support, to ensure that all elected Union Learning Representatives (ULRs) in UNISON have the confidence, knowledge and skills to carry out their role effectively.

The **ULF Administrator** is responsible, within assigned areas, for:

- Providing administrative and financial support to the Education Officer (ULF) and the ULF Project team.

- Profile and monitor project expenditure and performance against project targets, informing the Education Officer (ULF) providing forecasts and identify an actual spend.
- Advise branches on how to apply for funding and the submitting of invoices to meet the ULF criteria;
- Record, enter and verify accuracy of learner and other data from regions and branches. Attention to detail to maintain accurate records is a key part of the job;

LAOS is responsible for ensuring that branches and regions 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 **ULF Administrator** will support this by;

- Collecting and collating learner and equality and diversity data from branches and regions and inputting this data into Union learns TRAX system and UNISONs membership system.
- extracting information from the systems and presenting in summary format, identifying trends and that targets have been met;
- support branches and regions to apply for ULF funding by talking through the criteria, agreeing draft applications and issuing funding confirmations;
- supporting the setting up of events and courses;
- Identify possible case studies from reports and refer to the project team to follow up.

LAOS provides branches and regions with the methodology and tools to recruit new members and activists and to ensure that they are confident and able to organise and campaign effectively around members' issues. The **ULF Administrator**, working closely with the Education Officer (ULF), within designated areas, will support this by:

- sending out education materials and resources to engage members and activists in learning activity and enable the union to recruit and grow;
- ordering promotional materials / resources to meet member needs;
- Create publicity materials to promote learning.

LAOS works closely with the national lay structure and associated departments. The **ULF Administrator** supports the relevant officers by providing the administrative support for the organising and running of events, courses and training for ULRs and members as required.

The **ULF Administrator** post is based at UNISON centre and may be required to attend and support regional events. However, UNISON is a strong supporter of work life balance. Post holders have leeway in relation to setting dates for meetings and other commitments outside the UNISON centre and in prioritising workload to ensure work/life balance.

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Administrator (Union Learning Fund)
Fixed Term Contract until 31 March 2020 (subject to one month's notice)
Learning and Organising Services
Organising and Recruitment Directorate
Ref: ORE/AR3

JOB DESCRIPTION

Grade: 7

Report to: Strategic responsibility for the ULF Project lies with the Head of Learning & Organising Services. Day to day management responsibility will be with the national Education Officer (ULF)

Location: UNISON Centre, London NW1.
The job may require travelling in England

Summary

Provide administrative support to the ULF project; profile and monitor project expenditure and performance against project targets providing forecasts and identify actual spend.

To support the development of a high quality and sustainable infrastructure of Union Learning Representatives (ULRs) in UNISON by supporting the network of ULRs, RLDOs and regional and national ULF project workers.

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:

1. Provide administrative support to the ULF project team, including booking and arranging venues, diarising key events in the planning calendar, preparation and distributing correspondence, drafting and despatching publicity material and other information to regions and branches.
2. To monitor expenditure, issue and process invoices, prepare the monthly budget reports to Union learn finance officer, the Education Officer (ULF) and the project team. Prepare monthly claims to draw down funding in line with ULF policy and guidelines.
3. Collect, collate and maintain accurate data and records on learners, courses, equality and diversity data, updating the Union learn tracking data base

quarterly. Analyse the learner equality data to assess participation in ULF learning activities and events and to inform ULRs and project workers of areas to target for further learning activity or follow up.

4. To support Union Learning Reps, branches and Regional Learning and Development Organisers (RLDOs) to apply to ULF funding, advising on procedures and how to apply for Kick start grants and other funding streams.
5. Advising and assisting ULRs on the correct procedures and processes in submitting accurate data, invoices and activity logs in order to prepare the monthly budgets and outcome for submission to Union learn.
6. To create, disseminate and despatch promotional and other publicity including educational materials to Union Learning Reps, branches and RLDOs in support of ULF activity. Encourage and promote 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.
7. Participate in arranging and attendance at learning events to represent LAOS providing advice to members and ULRs on ULF and member learning workshops, resources including online materials and other learning opportunities.
8. To provide advice to UNISON members, activists and other interested parties on the services and support provided by the Learning and Organising Services department and more generally on UNISON's recruitment, organising, lifelong learning and learning campaigns.
9. To update, input and maintain UNISON's Activist Membership System (AMT), RMS and Union learn databases. Providing statistical and other information for monthly and quarterly reporting to the Project Board, Development and Organisation Committee and other UNISON departments as requested for example information for inclusion in NDC speeches.
10. To support the Head of Learning and Organising Service and the Education Officer (ULF) with the organising and planning of key events in the team calendar for example the annual ULR conference, annual audit, adult learner's week.
11. To ensure that all electronic and paper communications, financial and other information, is maintained, filed and stored in accordance with data protection legislation.

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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

Heading	Selection criteria	Assessment
1. Thinking Specialist / Technical	1.1 Experience of financial procedures including processing invoices.	A & PI
	1.2 Experience of keeping accurate budgetary records in accordance with financial standing orders.	A & PI
	1.3 Ability to prepare reports including financial and statistical data	A & PI
	1.4 Ability to update and maintain databases and filing systems, extracting data and information and disseminating findings.	A & PI
2. Inter-personal & Communication skills	2.1 Ability to communicate effectively in writing and verbally,	A & PI
	2.2 Ability to convey often complex information and guidance in a clear, understandable manner to members, ULRs, Regional Learning and Development Organisers and Project workers.	A & PI
	2.3 Ability to promote the services to members and activists of the Learning and	A & PI

	Organising Services department including lifelong learning at learning events 2.3. The ability to support ULRs, ULF project workers and RLDOs, to access training and funding for learning activity in their branches	A & PI
3. Resource management	3.1 Ability to manage and control payment of invoices including maintaining the ULF budget 3.2 Ability to maintain the monitoring and checking of financial expenditure 3.3 Working to set calendar event plans, ensuring meet deadlines	A & PI A & PI A & PI
4. Administrative and Organisational	4.1 Ability to work quickly to high standards of accuracy and quality 4.2 Ability to maintain accurate administrative systems. 4.3 Strong analytical skills and an ability to enter retrieve and interpret complex data using IT systems. 4.4 Ability to maintain confidential financial and learner information	A & PI A & PI A & PI A
5. Initiative and independence	5.1 Experience of prioritising own workload including <ul style="list-style-type: none"> • decision making within procedures • following policies and procedures • work to set deadlines 5.2 Ability to work on own initiative and as part of a team.	A & PI A
6. Physical Skills_(with DDA modification where necessary)	6.1 Keyboard skills 6.2 Occasional light lifting of materials	A A
7.. General Knowledge	7.1 An understanding of and commitment to the principles of equality and democracy 7.2 An understanding of the role of trade unions and how learning and lifelong learning contributes to UNISONs objectives	A & PI A & PI

	7.4 Comprehensive knowledge of ICT Packages including Microsoft Office suite and particularly the ability to use Excel functions.	A & PI
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Other Information:

Please send 3 copies of the completed application form along with a copy of the recruitment and monitoring form to: Jane Pettit, Learning and Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY, or email j.pettit@unison.co.uk. Please quote **ref: ORE/AR3**.

Completed and signed application forms must be received by no later than **5pm on Wednesday 16 May 2019**.

Short listed candidates will invited to attend an interview Thursday 30 May 2019 at the UNISON Centre.