

UNISON

Job Brief: Union Learning Fund (ULF) - Regional Learning and Development Organiser – South East Region

Introduction

1. 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.

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.

This post is managed by the National Education Officer (ULF Manager), although day to day supervisory responsibility will rest with the Regional Organiser (Education)

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

3. The Learning and Development Organiser (ULF) is part of a team with responsibility for providing resources and ensuring high quality delivery of a comprehensive programme of education, training and support, to ensure that all elected representatives in UNISON have the confidence, knowledge and skills to carry out their roles effectively.

The Learning and Development Organiser is responsible, within assigned areas, for:

- Raising awareness of education materials for UNISON activists and members, from short workshops to accredited 5 or 10 day courses;
- Working closely with regions and branches to identify appropriate courses that can be promoted to UNISON activists and members to ensure that appropriate systems are in place to support all learners;
- Contributing to reports, agendas and minutes as appropriate;
- Supporting a programme of national, regional and local learning projects working with branches, regions, national departments, educational providers and employers.

4. 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 Learning and Development Organiser will support this by;

- promoting and in liaison with Education Officer (ULF) developing appropriate short workshop materials, and working with Area and Local Organisers in the region to ensure these are delivered in branches;
- advising branches on establishing Branch Education Teams, recruiting ULRs and establishing ULR support networks;
- assisting the region in the preparation of local learning agreements with employers, and supporting negotiations of learning and apprenticeship agreements.

5. 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 Learning and Development Organiser, working closely with the Education Officer (ULF), within designated areas, will support this by:

- Promoting education and organising techniques which engage members and activists in learning activity and enable the union to recruit and grow;
- Identifying specialist learning initiatives / resources to meet member needs;
- Raising awareness about learning initiatives and promoting these including how these impact on the bargaining / negotiating agenda.

7. LAOS provides support to other areas of the union on areas relating to training and development. The Learning and Development Organiser is responsible for supporting branch based ULF projects established to deliver UNISON learning. Project outputs will include recruitment of ULRs, mentoring ULRs and recruiting learners relevant to UNISON ULF activity and in line with the union's organising agenda. This involves liaising with other UNISON departments, regions and external bodies.

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Union Learn Fund (ULF) Regional Learning and Development Organiser Fixed Term Contract until 31 March 2020

R9/AR1
South East Region

JOB DESCRIPTION

Grade: 5

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

Day to day supervisory responsibility will rest with the Regional Organiser (Education)

Location: South East Regional Office, Guildford

Summary

- 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 work with regions to develop and implement organising for learning strategies in branches including recruiting around learning
- To work with regional colleagues to implement flexible training options for ULRs and to encourage ULRs to take on appropriate follow on training
- To deliver appropriate training programmes and briefings for members and ULRs. Working closely with regional organising staff and national learning colleagues to ensure that training is delivered professionally and in a way that promotes organising.
- To work with regional colleagues and branches 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 make presentations, motivate and enthuse ULRs and regional colleagues to put the case for learning as part of a broader organising agenda
- 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 assist regional staff and branches in the preparation of local learning agreements with employers, and to support negotiations of learning and apprenticeship agreements
- To promote learning initiatives in accordance with the Union Learning Fund and UNISON's strategy on widening participation in learning.

Administrative

- Collate and verify outcomes from ULF regional project and prepare monthly reports in accordance with the Union Learning Fund guidelines
- Support ULF projects to submit expenditure claims
- Analyse the learner equality data to target learning provision

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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. Specialist / Technical	1.1 Ability to support UNISON's objectives through lifelong learning	A & PI
	1.2 Experience of supporting and innovating in the delivery of adult education	A & PI
	1.3 Ability to keep abreast of developments relevant to lifelong learning	A & PI
	1.4 An understanding of lifelong learning within a trade union setting and understanding and appreciation of the link between learning and union organising	A & PI
2. Inter-personal & Communication skills	2.1 Use a range of interpersonal skills including <ul style="list-style-type: none"> • Negotiating and persuading • Mentoring and supporting 	A & PI
	2.2 Ability to promote lifelong learning	A & PI
	2.3. Ability to contribute to the development and promotion of learning publicity materials	A & PI
	2.4 Ability to communicate effectively using written and presentation skills and to work in a team	A & PI
	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	
3. Administrative	3.1 Ability to work quickly to high standards of accuracy and quality	A & PI
	3.2 Ability to work on own initiative and to prioritise work under pressure	A & PI
4. General Knowledge	4.1 Commitment to and understanding of equal opportunities and UNISON's aims and values	A & PI
	4.2 Knowledge of the socio-economic and political context of lifelong learning	A & PI
	4.3 IT literate with an ability to understand and use both industry and specialist software	A & PI