

UNISON
SCOTTISH REGION
REGIONAL ORGANISIER (EDUCATION)
Ref: R7/22

JOB DESCRIPTION

Grade: 3

Hours: 35 hours per week

Location: Scottish Region

Reports to: Level 2 Manager

Accountable to: Scottish Secretary

Overall Summary

- To identify, in association with regional lay education structures, the Regional Committee and the Regional Management Team, policies, strategies and methods for developing and delivering a regional education programme.
- To interact with the organisational and collective bargaining processes of the Union and to provide necessary support to members, activists and officers, using education methods, outside the framework of planned programmes of courses.
- To be responsible for overseeing and the administration of the education programme and to be accountable for the regional education budget, including the monitoring of costs and expenditure.
- To act as tutor on regional courses when required.
- To assist in the implementation of national education policy and to co-operate with the national education service in the development of education policy, courses and materials.

Key Tasks and Responsibilities

Managerial

- To oversee the work programmes of administrative/secretarial/clerical staff associated with education provision.
- To manage, or be a participant in, project teams established to pursue educational or other related aims and objectives of UNISON as required.

Financial

- To manage, and monitor the application of, the regional education budget and to act as secretary to the appropriate regional lay education structure.

Communications/Co-ordination (Internal)

- To develop and maintain links with UNISON branches in relation to education developments within the region.
- To ensure education support for Union campaigns at regional level.

Communications/Co-ordination (External)

- To liaise with the TUC/ICTU regional education service and to represent UNISON on the TUC/ICTU Regional Education Advisory Committee or equivalent
- To facilitate access for activists and members to the regional TUC/ICTU (or equivalent) programme of courses and to assist, where appropriate, in securing release with pay for course applicants.

Development/Strategic

- To work with the Regional Management Team in developing the role, direction and strategy for regional education.
- To assist service groups and self-organised groups in determining their education aims, needs and priorities and to facilitate appropriate educational provision.
- To assist with in-service training for staff – including field officers – as necessary.
- To work with officers, activists and members outside the framework of the formal education programme in assisting them, through education methods, to respond to problems, issues and challenges confronting them as trade unionists in their employment or in their communities.

Specialist/Technical

- To develop, in association with regional lay education structures and the Regional Committee, an education programme for the region and to organise and facilitate the delivery of the programme, including overseeing its administration and teaching where appropriate.
- To work with the national education service in the development of education policy, courses and materials and to engage in a professional relationship with the national education service and other regional education officers.
- To develop lay tutors in the region.
- To maintain a system for monitoring the performance and effectiveness of UNISON education in the region.
- To work with the national education service in developing the UNISON Open College programme at regional level, including facilitating the participation of UNISON members in the programme.

General

- The post holder may, exceptionally, following consultation and agreement between the Regional Secretary and the Director of Education & Training, and after consultation with the post holder, she/he may be required, on a short term basis to carry out the full range of duties of a Regional Organiser.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of religious belief, political opinion, gender, race, marital status, sexual orientation, disability, age (up to 65) or responsibility for dependants. This Person Specification is designed to help members of Interviewing Panels judge the qualities of the candidates for shortlisting and 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.

Managerial

- The ability to develop and oversee the work programmes of administrative/secretarial/clerical staff associated with education provision and organisational issues as appropriate.

Financial

- The capacity to create and manage administrative, budgetary and other systems associated with the provision of education and training and organisational needs as appropriate.

Communications

- Good communication skills (written and verbal) with a commitment to developing communication and feedback mechanisms amongst the Region's membership and staff.

Specialist/Technical

- A background in, with knowledge and experience of, trade union organisational issues, pay and conditions, the processes of collective bargaining and the representation of members at all levels including external bodies such as ACAS, Employment Tribunals, etc.;
- Experience in the design, writing and delivery of education programmes, materials and tutor notes for courses for trade union activists;
- The ability to teach on courses using materials prepared by self and others, using student-centred methods;

- Experience in conducting and analysing training needs assessments for union activists and members and constructing education and training programmes to meet those needs;
- The capacity to interact with, and contribute to, the organisational and collective bargaining processes of the union and to provide necessary support to members and activists, using education methods, where appropriate, outside the framework of planned programmes of courses.
- Prepare bids for external funding projects, knowledge how to access learning funds.

Other

- A willingness to keep up to date with issues and developments of relevance to the union and its activities and to provide training and support on those issues when required;
- A willingness and ability to work in project teams with colleagues from head office, regions and external organisations;
- Awareness of, and determination to support, the aims and values and policies of UNISON and the ability to integrate those into the work of the region and the education service.

Other Information

An application form and further information can be obtained by visiting www.unison.org.uk/jobs

Please send 4 copies of the completed application form along with the recruitment and disability monitoring form to Human Resources, UNISON Centre, 130 Euston Road, London, NW1 2AY quoting **post ref: R7/22**.

Completed application forms must be received by no later than 5pm on Friday 6 September 2019

Interviews will take place on Thursday 26th/ Friday 27th September 2019

UNISON is a dynamic, progressive union, committed to equality. We encourage men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people to work with us.