

UNISON

Job Brief: Regional Learning and Development Organiser

Introduction

Unison is the UK's leading 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, college and schools, the electricity, the 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.

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.

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 activist and members. LAOS also delivers staff training on key areas linked to organising, campaigning and mentoring.

The Role

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

The RLDO 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 branches to identify appropriate course 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 regional and local learning projects working with branches, regions, national departments, educational providers and employers.

1. 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 particular focus on members from groups currently underrepresented, and in line with Union Learning Fund (ULF) priorities. The RLDO will support this by;

- Promoting and in liaison with the Regional Education Organiser developing appropriate short workshop materials, and working with the Area and Local Organisers in and across the region to ensure these are delivered in branches;
- Advising branches on establishing Branch Education Teams, recruiting ULRs and establishing ULR support networks;
- Assisting branches in the preparation of local learning agreements with employers, and supporting negotiations of learning agreements.

2. 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 RLDO, working closely with the Regional Education Officer, 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 members needs;
- Raising awareness about learning initiatives and promoting these including how these impact on the bargaining/negotiating agenda.

3. LAOS provides support to other areas of the union on areas relating to training and development. The RLDO is responsible for supporting branch based ULF projects established to deliver UNISON learning. Project outputs may 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.

5. The RLDO post will require a willingness to travel and promote learning across the South West Region; UNISON is a strong supporter of work life balance. Post holders have leeway in relation to setting dates for meetings and other commitments and in prioritising workload to ensure work/life balance.

UNISON
South West Region
Regional Learning and Development Organiser (ULF)
REF R10/69

JOB DESCRIPTION

Job Title: Regional Learning and Development Organiser.

Report to: Strategic responsibility for the Regional Learning and Development Organiser lies with the national Project Manager. Day to day management responsibility will be with the senior Regional Manager with responsibility for Education and Training.

Grade: 5

Location: This Regional Learning and Development Organiser post will be based in the South West Region.

The job will require extensive travelling within the region and occasional national briefings and induction. A car is not provided but own car user mileage is paid.

Summary To develop a high quality and sustainable infrastructure of Union Learning Representatives and branch education teams in UNISON's branches within a designated region;

To ensure that the learning agenda is integrated into the organising, negotiating and representational work of branches.

Key Tasks and Responsibilities

- To work with branches and service groups at regional level to develop and implement organising for learning strategies in branches including recruiting around learning
- To work with branches and regional colleagues to raise awareness about the specialist learning initiatives including how this impacts on the bargaining/negotiating agenda
- To assist branches and colleagues on implementation of sectoral agreements on learning and workforce development such as Knowledge and Skills Framework in the NHS and the Local Government agreement on workforce development.
- To advise branches on establishing Branch Education Teams, recruiting Union Learning Representatives (ULRs) and establishing branch based and regional support networks.
- To work with national and regional colleagues to implement flexible training option for ULRs and ensure ULRs are trained to appropriate standard, and to encourage ULR's to take on appropriate follow on training.
- To assist branches and Regional staff in the preparation of local learning agreements with employers, and to support negotiations of learning agreements.
- To record data as required by the Union Learning Fund and by UNISON committees.

Working Relationships

Besides establishing sound working relationships with the TUC and the WEA the post holder will be required to develop and maintain relationships with a variety of people including;

- The Regional organiser
- The Regional Education and Training Committee
- Key Lay committees as appropriate
- Regional organising staff
- Organiser involved in linked initiatives such as Care Connect, NHS Learning at Work and other regional ULF projects

**UNISON
SOUTH WEST REGION
REGIONAL LEARNING AND DEVELOPMENT ORGANISER (ULF)
Ref: R10/69**

PERSON SPECIFICATION

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.

Specialist/Technical

- An understanding of lifelong learning within a trade union setting and understanding and appreciation of the link between learning and union organising
- An ability to keep abreast of developments relevant to lifelong learning in the region
- Awareness and appreciation of participative trade union education methods
- Awareness of and ability to develop service group and sector specific knowledge and be able to apply it

Communications/co-ordination

- Excellent oral communication skills and a proven ability to communicate and network effectively with people at different levels and across a range of organisations
- Negotiating and persuading skills
- Ability to contribute to the development of publicity materials to encourage engagement with learning
- Ability to work as part of a team
- Ability to encourage, support and mentor potential and actual Union Learning Reps and enable the development of effective networks, and work to integrate ULRs in to their branches and enable them to access development opportunities within UNISON

Administrative

- Basic ICT skills including word processing, email and excel
- Ability to produce narrative and statistical reports and maintain accurate records

Other

- Willingness to travel through the region and attend national meetings and induction. A full UK driving licence would be desirable