

UNISON

Job Brief: Regional Learning and Development Organiser

Introduction

1. UNISON is Britain 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 training and 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

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 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 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, 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, delivering and developing appropriate short workshop materials, and working with the Regional Organiser (Education) and regional organising staff in regions to ensure these are delivered in branches;
- advising branches on establishing Branch Education Teams, recruiting ULRs and establishing ULR support networks;
- assisting regional organising staff and branches 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 Regional Organiser (Education), 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 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.

8. The Learning and Development Organiser post will require a willingness to travel and promote learning, 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
REGIONAL LEARNING AND DEVELOPMENT ORGANISER
North West Region**

JOB DESCRIPTION

<u>Job Title:</u>	Regional Learning and Development Organiser
<u>Report to:</u>	Strategic responsibility for the Regional Learning and Development Organiser lies with the Regional Manager with responsibility for Education and Training
<u>Grade:</u>	5
<u>Location:</u>	This Regional Learning and Development Organiser post will be based in UNISON's North West 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 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 the region.

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 assist branches and Regional staff in the preparation of local learning agreements with employers and to support negotiations of learning agreements

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 work with branches and Regional colleagues to raise awareness about specialist learning initiatives including how these impact on the bargaining/negotiating agenda

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, train and mentor Union Learning Reps and members to enable them to access development opportunities within UNISON and support the development of effective networks

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

To advise branches on establishing Branch Education Teams, recruiting ULRs and establishing branch based and Regional support networks

Work with national Service Groups/sector groups to develop strategies for linking learning to recruitment, organising and negotiating campaigns particularly in national branches/national employer partnerships. This includes working directly with national employers alongside the service group and developing strategies for building branch education teams and Union Learning rep capacity as part of national learning agreements.

To promote learning initiatives in accordance with the Union Learning Fund and UNISON's strategy on widening participation in learning.

Administrative

To record data and reports as required by UNISON regional committees and UNISON Learning and Organising Service (LAOS)

Collate and verify outcomes from ULF regional projects and prepare reports in accordance with the Union Learning Fund guidelines

Oversee the delivery of training or services by UNISON partners

Analyse the learner equality data to target learning provision

Prepare reports, agendas and minutes as appropriate

Assist the Regional Organiser (Education) with the development and organisation of member and activist education in the Region including the Regional Education Programme

To liaise as appropriate on learning and training issues with Regional organising staff

Financial

Collate outcomes and expenditure as required by UNISON and external funders and support branches to do the same

- Support ULF projects to submit expenditure claims

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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

ST – Selection Test

Heading	Selection criteria	Assessment
1. Specialist / Technical	1.1 An understanding of lifelong learning within a trade union setting and understanding and appreciation of the link between learning and union organising	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 nationally	
	1.4 Ability to create work plans with target branches, employers or groups of members that may not fully appreciate the organising and recruitment potential of lifelong learning provides the union	A & PI
	1.5 Identify opportunities and build support for learning led organising campaigns	A & PI
2. Inter-personal & Communication skills	2.1 A proven ability to communicate and network effectively with people at different levels and across a range of organisations, including branch officers, members, employers, regional and national colleagues, TUC and WEA and other learning providers.	A & PI

	<p>2.2 Ability to make presentations, motivate and enthuse branches to put the case for learning as part of a broader organising agenda</p> <p>2.3 Ability to encourage, support and mentor potential and actual Union Learning Reps and enable the development of effective networks.</p> <p>2.4 Ability to contribute to the development and promotion of learning publicity materials</p>	<p>A & PI & ST</p> <p>A & PI & ST</p> <p>A & PI & ST</p>
3. Initiative and Independence	<p>3.1 Ability to work quickly to high standards of accuracy and quality</p> <p>3.2 Ability to work on own initiative and as part of a team</p>	<p>A & PI & ST</p> <p>A & PI</p>
4. Resource management	<p>4.1 Ability to monitor and control budgets and ensure value for money and the effective use of resources</p> <p>4.2 Ability to maintain accurate administrative systems</p> <p>4.3 Ability to plan and organise a complex programme of work</p> <p>4.4 Ability to develop and implement learning led organising campaigns and work programmes in conjunction with a range of stakeholders including setting standards, monitoring and evaluating progress and tracking impact for learners and for UNISON</p>	<p>A and PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
5. General Knowledge	<p>5.1 Commitment to and understanding of equal opportunities and UNISON's aims and values</p> <p>5.2 Knowledge of the socio-economic and political context of lifelong learning</p> <p>5.3 IT literate with an ability to understand and use both industry and specialist software</p>	<p>A & PI & ST</p> <p>A & PI</p> <p>A & PI & ST</p>
6. Physical Skills	<p>6.1 Keyboard skills</p> <p>6.2 Ability to travel</p>	<p>A, PI & ST</p>