

The Educational Institute of Scotland
Scottish Union Learning Project Worker
Fixed Term Appointment (initial 9-month period)

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union and professional association for teachers and lecturers in Scotland with 57,000 members in nursery, primary, secondary, special, further and higher education. Its national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

Organisational Structure

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in June each year.

Scottish Union Learning (SUL) Project Worker

All employees act under the general direction of, and are accountable to, the General Secretary for the discharge of the duties of their post. First-line management of the SUL Project Worker will be by the Assistant Secretary, Education and Equality. The employee will work under the direction of the Institute's CPD Co-Ordinator; and with its Education and Equality Department, and with the advice and support of Scottish Union Learning.

Location

The successful candidate will be based in our Edinburgh Headquarters.

Principal Duties

Effective management of the SUL project in accordance with the requirements of Scottish Union Learning, and liaison with Scottish Union Learning colleagues and learning providers.

Attendance at SUL-funded professional learning events across Scotland on behalf of the EIS.

Contribution to the strategic direction of the EIS's Scottish Union Learning professional learning offer to EIS members.

Engagement of EIS Learning and Equality Reps to realise the organising potential of members' participation in SUL-funded professional learning.

Attendance at relevant Scottish Union Learning meetings, including the SUL Operational Group and events such as the Learning Conference and the Everyday Skills Event.

Assistance to the EIS Professional Learning Co-ordinator in the expansion and strengthening of the union learning infrastructure, including into new workplaces.

Attendance and reporting to relevant meetings of the EIS Education and CPD Sub Committees.

Essential Knowledge, Experience and Skills

Demonstrable commitment to the principles of lifelong learning and knowledge of Scottish Education.

Experience in the planning, management and co-ordination of programmes of professional/ workplace learning.

Knowledge of trade unions and the trade union learning agenda.

Effectiveness in building and maintaining good relationships with members/ clients, in working as part of a team, and in networking.

Experience of working within the parameters project budgets.

Strong written and oral communication skills- for example, writing reports, speaking to individuals and groups (small and large), listening empathetically.

Effective organisational and administrative skills.

It is also **desirable** for candidates to:

Have experience of a membership-based organisation in either a professional or voluntary capacity.

Have a full driving licence.

Principal Terms of Employment

1. The SUL Project Worker post is a full-time position available as a fixed term appointment initially for a 9 month period from taking up employment. It is intended that the appointee can continue in post for a further 12 months

thereafter; however this is subject to external funding. The post is based at the Institute's Headquarters in Edinburgh and candidates must be able to commute reliably to the centre of the city. The post-holder will report to the Assistant Secretary (Education & Equality) in the first instance.

2. The salary for the post for the duration of the 9-month fixed term contract (and one year extension if applicable) is £38,500pa.
3. The successful candidate will be automatically enrolled in the NEST pension scheme where currently the Institute makes a contribution equivalent to 5% of salary.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. The holiday entitlement of the post-holder is equivalent to 32 working days annual leave each year. The Institute's leave year commences on 1 September and holidays will accrue on a pro rata basis where employment either commences before or finishes prior to this date. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. The normal working week is 35 hours to be arranged in conjunction with the line manager. The nature of the work requires flexibility as occasionally weekend and evening working is necessary which the post-holder must be available to undertake. There is no provision for overtime payments however appropriate time off in lieu will be given where the work undertaken in a week exceeds 35 hours. Time off in lieu will not apply in respect of attendance at the Institute's Annual General Meeting which is held on the first Thursday to Saturday in June each year if the post-holder is required to attend.
7. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary. Previous service as a teacher or lecturer counts in the calculation of the entitlement to sickness allowance.

Closing Date

The closing date for receipt of applications is 12.00pm on **Monday 17th June 2019**. It is envisaged shortlisting will take place on **Thursday 20th June**, with interviews being held on **Wednesday 26th June**.