



JOB DESCRIPTION

JOB TITLE: **Regional Education Officer**

REPORTS TO: Regional Secretary

RESPONSIBLE FOR: Managing the educational program.

UNITE SALARY GRADE: 9

MAIN PURPOSE OF THE JOB: Working as part of the regional education team, to develop the Education programme, manage its delivery within the regions and extend the engagement of all Unite workplace representatives, officers, staff and members with the programme.

MAIN DUTIES & RESPONSIBILITIES *(This job description is not a complete listing of all duties but contains the key elements of the role).*

1. Manage the educational program
2. Act under the direction of, and report to, the Regional Secretary
3. Help to develop the departments national plan
4. Work to the challenging targets set by the plan
5. Support the Unite campaigns and the Organising Unit
6. Build relationships with Regional Secretaries, Regional Officers, lay structures and other colleagues as appropriate
7. Help construct and deliver education policy, national education plan and initiatives
8. Develop and maintain a detailed map and educational record of the region's activists
9. Engage activists with the organising agenda and facilitate access to appropriate development activity to support adoption of an organising approach at the workplace
10. Encourage and support the development of new activists and extend the development of existing activists
11. Identify key activists and foster their ongoing development
12. Provide information, advice and guidance on education issues to activists.



13. Manage and support the professional development of tutors
14. Develop relationships with providers as directed
15. Oversee, manage and quality assure Unite's education provision in the region in conjunction with providers
16. Manage the regional education budget and secure additional funding as directed
17. Provide educational mentoring/advocacy services to regional officers and staff
18. Gather, analyse and report on regional evaluative data as directed
19. Organise publicity and dissemination of information in the region
20. Participate in own CPD as agreed with Regional Secretary
21. Undertake national responsibilities as agreed and directed



PERSON SPECIFICATION

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Please Note:

Only those candidates who best demonstrate that they meet the criteria below will be short-listed. All candidates should seek to provide strong evidence in all sections. The examples below are given as a **guide** to candidates about the kind of evidence they should provide.

The successful candidate must also meet the membership qualification under rule 14 i.e. they must have been a paying member of this Union or, if employed by Unite, a paying member of another trade union recognised by the union for bargaining purposes, for at least two years immediately preceding the date of application.

(The areas below are examples of the types of evidence we will look for from candidates and are not exhaustive).

To be successful in this role we are looking for the following qualities and experience

Experience Required

1. Applicants must have at least 2 years membership of the Union.
2. Demonstrable experience of active involvement in the trade union movement.
3. Previous experience of representing members at the workplace.
4. Negotiating experience or related representational role within the trade union or labour movement.
5. Tutoring experience in Trade Union-related subjects and experience of developing course curriculum and materials

Education/Qualifications

1. Training in a wide range of trade union education courses is essential.
2. Training in presentation and advanced communication skills is desired.

Skills/Knowledge/Ability

1. Ability to formulate an appropriate training framework which is most likely to be effective in the Region.



2. Ability to assess training needs within a range of organisations and to develop relevant training programs.
3. Ability to identify and assess the learning needs related to special and under-represented groups and contingencies.
4. An awareness of the main trends in union training policy and strategy in Ireland and the UK.
5. Knowledge of the Rules, Constitution and Administration of the Union.
6. Knowledge of employment law and legal procedures in the ROI and/or the UK and their application within the bargaining framework.
7. Ability to communicate effectively orally and in writing, producing reports and other correspondence, prepare and deliver presentations.
8. Ability to relate to others and work co-operatively in a team environment.
9. Planning and organisational skills to be able to manage work load effectively.
10. Capable of managing public-funded development projects.
11. Organise and co-ordinate campaigns on specific workplace and wider social issues.