

The closing date for completed applications for this post is **12 noon Friday 4th September**. This is a two-stage interview process, with all interviews held online. The first-round interviews will be on **Monday 21st September 2020** and second round on **Friday 25th September 2020**.

If you haven't heard from us within one week of the closing date, please assume that your application has been unsuccessful.

TUC Education Officer – Scotland

Job description and person specification

Job description

Grade and salary

Grade 8, £48,144 per annum, rising incrementally to £50,088 per annum

Job type

Permanent

Hours

35 per week, Monday to Friday - happy to talk flexible working

Location

TUC Office in Glasgow G2 4RZ

Responsible to

National Organising and Education Manager

Job purpose

The post holder will be part of the TUC's National Education Team and will be responsible for planning, developing, organising, delivering and representing the TUC Education programme in Scotland.

Job content

- Plan, organise and deliver the full TUC Education programme in Scotland, ensuring it reflects union priorities in Scotland
- Manage and report budgets for the programme of reps' courses funded through the Scottish Union Learning Fund
- Work with the Scottish TUC to promote and market trade union education courses including e-learning and online learning offers
- Represent the TUC with affiliated unions, education and training providers, employers and other agencies on matters related to trade union education
- Liaise with affiliated unions to promote TUC Education strategy, services and programmes
- As part of the TUC Education national team (England, Scotland and Wales) contribute to achieving the TUC Education business plan objectives
- Plan resources (budgets, equipment, technology) and manage them through TUC frameworks and protocols
- Actively drive the transition to online registration for learners on all courses
- Work with the TUC Education team to develop e-learning and online programmes
- Coordinate and contribute to the TUC Education course coordinators and tutors' network in Scotland
- Work with senior college managers to secure resources to support trade union education
- Line-manage and develop the part-time administrative member of staff
- Maintain up-to-date knowledge of trade union education initiatives and needs in Scotland
- Keep up to date with TUC policy developments
- Participate in regular national TUC Education team meetings.
- Any other duties relevant to the post

Person specification

Essential criteria

Qualifications

- a relevant degree or equivalent demonstrable experience

Experience

- planning and organising education and training programmes including online and blended learning, ideally for trade unions but if not, for similar organisations
- developing and promoting education or training programmes
- project management including budgets and contracts

Skills

- excellent writing
- excellent communication and interpersonal skills
- line management
- effective time management

Knowledge and understanding

- education theory and practice
- knowledge of e-learning and digital delivery
- understanding accreditation and verification in Scotland
- awareness of the trade union movement's contribution to education and learning as well as of current issues in trade unionism, employment, the economy and politics

Personal qualities

- highly motivated and enthusiastic
- able to work collaboratively with colleagues
- strong personal commitment to values of the trade union movement
- able to show good judgement and political awareness

Circumstances

- ability to undertake travel across Scotland and occasional travel to London.

- able to undertake occasional evening and weekend duties, including some overnight stays
- able to commute to the Glasgow office

Desirable criteria

Experience

- dealing with news media
- small office administration