

The Educational Institute of Scotland
Campaigns and Policy Research Assistant
Fixed Term Appointment to 30 June 2019

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 55,000 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.

Campaigns, Policy & Research Assistant

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 Campaigns, Policy and Research Assistant will be undertaken by the General Secretary with the post-holder also expected to work, as required, under the direction of the Institute's three Assistant Secretaries.

Location

The successful candidate will be based in our Edinburgh Headquarters.

Principal Duties

The principal duties of the post-holder, which may be varied from time to time by the General Secretary, will include:

- (a) Supporting the work of the EIS on policy matters, including the drafting of policy briefing papers and research, under the

direction and guidance of the General Secretary or other Institute Officials.

- (b) Assisting in the administrating and organising of EIS campaigns and events, taking the lead where appropriate.
- (c) Identifying appropriate media and campaign opportunities to other EIS Officials and Officers.
- (d) Liaising with the EIS Communications Department in the use of media, website and social media platforms to promote the policies and campaigns of the EIS, as directed by the office of the General Secretary.
- (e) Liaising with Organisers and Officers to support membership engagement in EIS campaigning work.
- (f) Attending and supporting the AGM and other EIS events, as required.

Essential Experience, Knowledge and Skills

1. The enthusiasm, and interpersonal skills required to successfully promote EIS policy and campaigning work.
2. Excellent oral and written communication skills - writing reports and letters, speaking to individuals and groups (small and large), listening empathetically.
3. Understand and be committed to the principles of trade unionism.
4. ICT knowledge and skills, including competence in use and application of computer programmes such as databases and word processing, together with proficiency in e-mail and internet based communications.
5. Ability to plan and prioritise your own work schedule.

It is also desirable for candidates to

1. Be educated to degree level or equivalent.
2. Have experience of a membership based organisation in either a professional or voluntary capacity.

Principal Terms of Employment

1. The Campaigns, Policy and Research Assistant post is a full-time position available as a fixed term appointment up to 30 June 2019, and based at the Institute's Headquarters in Edinburgh. Candidates must be able to commute reliably to the centre of the city. The post-holder will report to the General Secretary in the first instance and will be responsible to him for the proper and efficient discharge of their duties.

2. The salary for the post is £34,000.
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 post-holder will be entitled to 32 working days annual leave in the year beginning 1 September 2018 (pro rata for the period prior to this). 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.
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 5 March 2018. It is envisaged leeting will take place on Tuesday 13 March 2018 and interviews will be held on Thursday 29 March 2018.