

# **The Educational Institute of Scotland**

## **ORGANISER - Based in Edinburgh**

### **Maternity Cover – Fixed Term Contract**

#### **Further Particulars**

#### **The Organisation**

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 60,000 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.

#### **Organisers**

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 Organiser will be undertaken by a designated Assistant Secretary.

#### **Location**

The successful candidate will be based in our Edinburgh Office. Applicants are advised that the nature of the post will require considerable travel throughout the country, including to Orkney and Shetland.

#### **Principal Duties**

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

- (a) to organise and support the recruitment and retention of members in all the educational sectors represented by the Institute.
- (b) to support the integration of probationer members and recently qualified teachers through engagement in relevant areas, including the running of effective communication and development networks.

- (c) to support activities aimed more broadly at developing membership engagement e.g. CPD events, activist training, campaigning etc.
- (d) to assist Area Officers, National Officers, and Local Associations, as required, in providing support and a point of contact for school representatives, college and university branches.
- (e) to contribute to the success of events organised by the Institute e.g. AGM, conferences.
- (f) to undertake, under the direction of the appropriate Assistant Secretary, casework largely at establishment level in support of members, including investigatory hearings.
- (g) to support the work of the Institute more generally, by undertaking such other tasks, appropriate to the role and grade, as directed by the General Secretary.

### **Essential Experience, Knowledge and Skills**

1. The ability, enthusiasm, and interpersonal skills required to successfully promote the advantages of Institute membership to both current and prospective members.
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 spreadsheets, databases and word processing, together with proficiency in e-mail and internet based communications.
5. Ability to plan and prioritise your own work schedule.
6. Full driving licence.

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 Organiser post is a fixed term, full time position, based in the Edinburgh Office. Candidates must be able to commute reliably to the centre of the city and should also be aware that appointment is to the service of the Institute and they may be required to transfer to another location within Scotland and/or to other duties or area responsibilities commensurate with the grade of Organiser. The post-holder will report to an Assistant Secretary in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of their duties.
2. The post is to cover for the maternity leave of the existing post holder. It is envisaged that the period of employment will commence on or around 10 August 2020 (start date dependent on the successful candidate's availability) and end on 26 February 2021. In the event that the period of maternity leave is

shorter than envisaged, the fixed term contract may be terminated at any point with 30 days' notice.

3. The salary for the post is £43,362. Under the current agreement between the relevant union and the Institute the salary value is increased from 1 April each year in line with movements in teachers' salaries.
4. The institute will accept applications based from candidates proposing to undertake the role on the basis of obtaining a secondment from their existing employer. In such circumstances, the formalisation of an offer will be subject to the agreement of the existing employer and the financial arrangements for the secondment being acceptable to the EIS.
5. The successful candidate will be entitled to employers' contribution to a defined contribution pension scheme (NEST).
6. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
7. Organisers are entitled to 32 working days annual leave in the year beginning 1 September (pro-rata). 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.
8. The normal working week for Organisers 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 Organiser 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.
9. 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 an Organiser's entitlement to sickness allowance.
10. A car will be provided by the Institute for business purposes. A charge will be made in respect of private mileage undertaken, including home-base travel.

### **Closing Date**

The closing date for receipt of applications is Thursday 16 July 2020. It is envisaged leeting will take place on 21 July 2020 and interviews will be held on 27 July 2020.