

The Educational Institute of Scotland

NATIONAL OFFICER–FURTHER EDUCATION (DECEMBER 2023)

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with almost 65,000 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 early June each year.

National Officers

All Officers are employees of the EIS at national level and 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 Officers is undertaken by a designated Assistant Secretary. There are six National Officers with responsibility for Organisation, Education, Equality, Employment Relations, Further Education and Higher Education respectively. The Further Education National Officer will provide primarily provide support for members employed in colleges of further education, community based adult education and penal institutions.

Location

The successful candidate will be normally based in the Institute's Headquarters in Edinburgh, and must be able to commute reliably to that office. However, candidates should 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 Officer.

Principal Duties

Within the assigned areas of responsibilities, which may be varied from time to time by the General Secretary, the principal duties of the postholder will include:

1. Support for Members

- to advise and assist FE college branches with the discharge of their functions.
- to contribute to the development and undertake delivery of training to FELA branch officials, representatives and members.
- to assist in the conduct of negotiations on members' salaries and conditions of service with a range of employers but with particular reference to national collective bargaining.
- to occasionally support members individually in relation to casework.

2. Recruitment of Institute Members

- to contribute to the preparation of membership recruitment materials and programmes.
- to visit workplaces to engage in recruitment activity.

3. Liaison

- to liaise with branch officials and Institute officers to provide and collate information about local agreements, conditions and other relevant issues.
- to disseminate and promote awareness of national policy positions and priorities at branch level.
- to provide advice and information to branch officials and members with reference to salaries, conditions of service, superannuation, health & safety at work and other employment-related matters.

4. Service & Support for FELA Executive Committee

- to service the committees and sub-committees of the Institute's FE Self-Governing Association - the Further Education Lecturers Association (FELA).
- to keep up to date with policies and developments affecting FE and to draft policies and papers to support the work of FELA.
- to plan, implement and support FELA campaigns, up to and including industrial action.
- to organise the annual conference of FELA.

5. Supporting ULA Executive & Members

- to deputise and assist in the work of the National Officer (Higher Education) as required by the General Secretary or Assistant Secretary (Organisation).

6. General

- to attend and contribute to the smooth running of the Annual General Meeting, Council and other EIS meetings/events, as required.
- to undertake such other specific duties as may be allocated by the General Secretary from time to time.

Essential Experience, Knowledge and Skills

1. Knowledge of Scottish education (with an emphasis on the FE Sector), including structures, processes and current key issues.
2. Understand and be committed to the principles of professionalism, collegiality and trade unionism.
3. Experience of advocacy/representation work on behalf of individuals and organisations.
4. Knowledge of the main provisions of employment protection legislation and procedures.
5. Excellent communication skills – writing reports and letters, speaking to individuals and groups (small and large), listening empathetically.
6. Proficiency in ICT skills including use of e-mail, video conferencing and word processing.
7. Ability to plan own work schedule and priorities.
8. Full driving licence.

It is also desirable for candidates to

1. Be educated to degree level or equivalent.
2. Have experience in teaching/lecturing or training.
3. Have experience of staff supervision/management.
4. Be familiar with the main provisions of lecturers' terms and conditions of employment.

Principal Terms of Employment

1. The post of National Officer (Further Education) is a permanent, full-time position based in the Institute Headquarters in Edinburgh. 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 her/his duties.
2. The salary scale as at 1 January 2024 is £63,058 - £65,208 - £67,358 - £69,507 - £71,657. Incremental progression takes place at 1 April. Under the current agreement between the relevant union and the Institute, these salary values are increased in line with movements in teachers' salaries, with such increases applicable from 1 August each year.
3. The successful candidate will be eligible to join the Staff Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 9% of salary. The Scheme provides for annual increases in pensions in line with RPI
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Officers are entitled to 38 working days annual leave in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary. In addition, there are 12 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.

6. In general, the National Officers are expected to be available for work during core office hours which are 9.15 am to 12.30 pm and 2.00 pm to 4.45 pm from Monday to Friday and are expected to work such hours outwith the core office hours as may be required, within certain parameters. There is no provision for overtime payments.

The Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out, subject to the overall requirements of the EIS and its members.

8. 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 Officer's entitlement to sickness allowance.
9. A car will be offered by the Institute for business purposes. A charge will be made in respect of private mileage undertaken, including commuting to the post holder's normal place of work. Alternatively, the post holder may opt to receive a car allowance and charge the institute for business mileage undertaken in a suitable private vehicle.
10. Where deemed necessary by the Institute, assistance with relocation costs will be provided subject to an upper limit of £3,500.

Appointment Timetable

The closing date for receipt of applications is Thursday 21 December. It is envisaged leeting will take place on Tuesday 16 January and that interviews will be held on Wednesday 24 January.