

The Educational Institute of Scotland

ADMINISTRATIVE ASSISTANT GRADE C – EDINBURGH LA

Further Particulars

The Organisation

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 63,000 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.

Location and Flexible Working

The successful candidate will be based primarily within the Local Association office based in EIS Headquarters in Moray Place, Edinburgh. However, 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 on a day-to-day basis, subject to the overall requirements of the local association and its members.

Job Purpose:

To provide administrative, clerical and secretarial support to Edinburgh Local Association

Major Tasks:

1. Provision of administrative support to Edinburgh Local Association Office Bearers, Executive Committee, School Reps and Local Delegates to National Events, in conjunction with the full-time Administrative Assistant (Grade B)
2. Assist with members' enquiries
3. Assist with the organisation of Local Association Training Events
4. Management and monitoring of Local Association Social Media, Website and Other Electronic Communications

5. Membership Database Administration

Main Activities:

Provision of administrative support to Edinburgh Local Association Office Bearers, Executive Committee, School Reps and Local Delegates to National Events

- Help manage LA Secretary's diary and schedule appointments.
- Triage emails received – including directing messages to the correct office bearer/official and answering routine queries directly.
- Liaison with City of Edinburgh Council officers, the Local Negotiating Committee for Teachers, local Teachers' Panel, EIS school reps, school senior management, and other Trade Union officials.
- Assist with facilitating local networks – e.g. HT/DHT, supply, Equalities, Additional Support Needs.
- Minute taking, preparing of agendas, papers and reports for meetings including – Edinburgh LNCT, Edinburgh LA Executive and President's meetings – when full-time administrative assistant is unavailable.
- Assist with Edinburgh LA AGM – e.g. booking rooms, catering, IT.
- Assist Edinburgh delegates and Council members attending the EIS national AGM – e.g. booking accommodation and restaurants, reimbursing travel expenses, and other ad hoc duties.
- Assist in the organisation of campaign events locally – booking rooms, registration, transport, sound systems, police authorisation etc.
- Facilitation of online meetings as needed.
- Distribution of information leaflets, updated policies, etc. where appropriate or in response to enquiries from members.
- Process bulk emails to Edinburgh EIS members and school reps.
- Maintain library and archive facilities and carry out regular filing.
- Prepare requisitions and order materials/equipment for LA office.

Assist with Members' Enquiries

- Support and front-line advice to members who contact the LA with queries/in distress.

- Where the enquiry is routine, provide information on a variety of issues.
- Where necessary, record details and contact the LA Secretary or other LA Office Bearer or refer the matter to the appropriate Area Officer or HQ Department.

Local Association Training Events

- Set up and manage training events on the EIS website on behalf of Office Bearers and Learning Reps.
- Send information about events to members and manage applications to attend.
- Assist with the sourcing and booking of venues, catering, etc.
- Copy and collate materials and produce packs for delegates.
- Assist EIS Learning Reps with local events and communications to members.

Maintenance of Local Association Social Media, Website and Other Electronic Communications

- Posting content originated or approved by Office Bearers on Local Association social media accounts.
- Monitoring social media accounts for matters requiring the attention of Office Bearers.
- Maintenance of content of the Local Association website.
- Sending out surveys to members or select clusters on behalf of Office Bearers.

Membership Administration

- Amendment of membership details on EIS database.

Source(s) of Work:

Work will be allocated in the first instance by the Edinburgh Local Association full-time Administrative Assistant (Grade B)

Supervision:

Received – supervision will be provided in the first instance by the Edinburgh Local Association full-time administrative assistant

Requirements

- Preferably educated to SQA Higher Grade or equivalent
- Experience in Microsoft office (including MS teams) with previous workplace experience.
- Good oral and written communication skills.

Principal Terms of Employment

1. The post of Administrative Assistant is a permanent part time position based at The Edinburgh LA office, 46 Moray Place, Edinburgh. The postholder will report to the Local Association Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £7354.68 with increments over 4 years. The salary on appointment will be £7354.68 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.

Salary scales for administration staff are reviewed annually with increases applied from 1st April.

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 7% 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. The post carries contractual working time of 10 hours per week. However, as the Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the time and location at which work is carried out, subject to the overall requirements of the EIS and its members, there is no pre-determined core working days or times.

Working weeks, will be term time only, meaning that the total number of contracted hours per annum is 390.

The post-holder may also be required to work such additional hours (particularly around March and June) as may reasonably be required from time to time, subject to the giving of reasonable notice. Overtime will be paid where such out of hours working cannot be accommodated within the post holder's 10 hour working week.

6. The post-holder will be entitled to 11 days (77 hours), rising to 14 days (98 hours) of annual leave, including public holidays, per annum.
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 incrementally to, after 5 years of service to six months of full salary and six months of half salary.

Appointment Timetable

The closing date for receipt of applications is Wednesday 8th January 2025. It is envisaged that interviews will be held on Thursday 30th January 2025.