

THE EDUCATIONAL INSTITUTE OF SCOTLAND

PROFESSIONAL LEARNING CO-ORDINATOR (FIXED TERM TO 28 FEBRUARY 2025)

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 135 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.

Professional Learning Co-ordinator

All employees act under the general direction of, and are accountable to, the General Secretary for the discharge of the duties of their post. This post provides support to, and is line managed by, the Assistant Secretary (Education & Equality). The post-holder will also be required to work under the direction of the National Officer (Education), as appropriate.

Location

The successful candidate will be based in the Institute's Headquarters and must therefore be able to commute reliably to central Edinburgh.

Principal Duties

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

1. Support to and development of accredited Learning Representatives.

Support to, and development of, accredited EIS union Learning Representatives, working in the school sector and in Further Education, including responsibility for the arrangement of national Learning Representative Network Meetings (currently 3 per year) and the creation of a quarterly bulletin for the Network.

2. Co-ordinating Professional Learning Events.

Organisation and arrangement of major national Professional Learning events, on such themes as Additional Support Needs, Leadership and Health & Wellbeing. Liaison with other stakeholders, identifying and sourcing of external finance, submission of returns etc. Engagement with attendees to encourage their wider participation and activism within the union. Additionally, provide advice and support to accredited Learning Representatives who are responsible for arranging events at local association or establishment level.

3. Promotion of and publicising Institute Professional Learning activities.

Preparation, administration, fulfilment and circulation of publicity material to schools and FE Colleges in relation to the EIS Professional Learning Agenda. Raising the awareness of members through appropriate articles and publicity in the Institute's in-house magazine, the SEJ. Attendance at the AGM, conferences and other educational events to promote the Institute's Professional Learning agenda.

4. Committee Servicing.

Attending and providing administrative services to the Institute's CPD Sub-Committee and other relevant meetings including the preparation of calling notices, agendas, associated papers and reports, contribution to the drafting of Minutes and following up action points as required.

5. Scottish Union Learning Fund Project Management.

Drafting, submitting, co-ordinating and managing the submission of Institute bids to the Scottish Union Learning Fund, as appropriate. Attending relevant meetings; liaising with SUL staff as appropriate; and ensuring compliance with project requirements, including the submission of monitoring reports, financial and other returns as required by the Scottish Government, as appropriate. Attendance at SUL-funded professional learning events across Scotland on behalf of the EIS, as appropriate. Contributing to the strategic direction of the EIS's SUL Operating Group and events, such as the Learning Conference and the Everyday Skills Event, as appropriate.

6. Representation.

Deputising as required for the Assistant Secretary, National Officer (Education), Education Committee Convener, or Committee members at meetings or conferences relating to Professional Learning.

7. Recruitment & Retention of Learning Representatives.

Seeking to ensure the Institute retains a full complement of accredited Learning Representatives through appropriate promotional activities and encouragements including publicising and providing information on the availability and details of qualifying training. Responsibility for administrative arrangements including liaison with course providers and the payment of course fees. Provision of advice and support to existing Learning Representatives as appropriate.

8. EIS Action Research Grants Scheme

Organisation and oversight of the Institute's Action Research Grants Scheme. Preparation and circulation of guidance and promotional materials related to ARGs, including organising information sessions. Advising applicants on the development of research proposals; liaison with academic partners and other relevant learning providers; and responsibility for the administrative arrangements to facilitate the EIS Grants Panel to meet and select scheme participants. Arranging scheme activities, including researcher meetings and learning opportunities on research skills. Provision of advice and guidance to scheme participants throughout their project cycle. Reporting on scheme recruitment and progress and providing oral and written reports to relevant EIS committees.

Essential Experience, Knowledge and Skills

1. Demonstrable commitment to the principles of lifelong learning for those working within the Scottish Education sector.
2. The ability, enthusiasm, and interpersonal skills required to successfully promote the advantages of Professional Learning to the Institute's membership.
3. Experience in the planning, management and co-ordination of programmes of professional/workplace learning.
4. Excellent oral and written communication skills - writing reports and letters, speaking to individuals and groups (small and large), networking, listening empathetically.
5. Effective planning, organisational and administrative skills, supported by the use of ICT.
6. Understanding of and commitment to the principles of trade unionism.

It is also desirable for candidates to have experience of

1. Teaching/lecturing or of delivering training.
2. Administration/servicing of committees, working groups or other decision-making bodies.
- . Possession of a full current driving licence.

Principal Terms of Employment

1. The post of Professional Learning Co-ordinator is a fixed term, full-time position based at the Institute's Headquarters in Edinburgh. The post-holder will report to the Assistant Secretary (Education & Equality) 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 for the post is £50,796. (Under the current agreement between the relevant union and the Institute the salary value is increased in line with movements in teachers' salaries.) The next scheduled pay review date is 1 August 2024.
3. The successful candidate will be entitled to employers' contributions to a defined contribution pension scheme (NEST), unless they are already a member of the EIS Superannuation Scheme for Officers and Staff. Current contribution rates for NEST are 5% from employees and 5% from the employer.

4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. The Professional Learning Co-ordinator is entitled to 32 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 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 for the post 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.

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.

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 an employee's entitlement to sickness allowance.

Appointment Timetable

The closing date for receipt of applications is Sunday 25 February 2024. It is envisaged leeting will take place on Tuesday 5 March 2024 and that interviews will be held on Monday 11 March 2024