

# **The Educational Institute of Scotland**

## **AREA OFFICER**

### **WORKING WITHIN THE SCHOOL, FURTHER AND HIGHER EDUCATION SECTORS**

#### **Further Particulars**

##### **The Organisation**

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 65,000 members in nursery, primary, secondary, special, further and higher education. Approximately 77% of our membership are women. The 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.

##### **Area 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 General Secretary. Area Officers have responsibility for an office which covers a specified group of EIS Local Associations corresponding to local authority areas and for the Further Education Colleges in those areas.

##### **Location and Flexible Working**

The successful candidates will be based primarily within EIS Headquarters in Moray Place, Edinburgh or in the EIS Area Offices in Glasgow. 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 EIS and its members.

The geographical areas for which the successful candidates will be initially responsible will be determined by the General Secretary and the Assistant General Secretary (Employment Relations) in consultation with the successful candidates, taking into account the requirements of the Institute. Candidates should be aware that appointment is to the service of the Institute, and they may be required to undertake Area Officer duties within any area of Scotland or may be assigned to other duties or areas of responsibility commensurate with the grade of Officer.

## **Principal Duties**

The EIS has adopted an organising strategy to its activities – looking to maximise member involvement in the work of the Institute. Supporting this approach should be central to the carrying out of all aspects of the Area Officer role.

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 Local Associations and Members**

- to advise and assist local associations and FE Branches with the discharge of their functions.
- to contribute to the development and undertake delivery, of training to local/branch officials, representatives and members.
- to assist in the conduct of negotiations on members' salaries (where not covered by SNCT agreements) and conditions of service with a range of employers.
- to provide advice and representation for members engaged in grievance/disciplinary matters relating to their work.

### **2. Recruitment and Retention of Institute Members**

- to contribute to the preparation and delivery of membership recruitment materials and programmes.
- to liaise with Local Associations and with Organisers to promote and facilitate an organising approach to member engagement.
- to visit workplaces/Teacher Education Institutions to engage in recruitment and retention activity.

### **3. Liaison**

- to liaise with HQ-based Officials and Officers to provide information about local agreements, conditions and other relevant issues.
- to disseminate and promote awareness of national policy positions and priorities at local level.
- to provide advice, information and support to school representatives, branch officials and members with reference to salaries, conditions of service, superannuation, health & safety at work and other employment-related matters.
- to work collaboratively with EIS Organisers and lay officials in pursuit of the Institute's organising agenda.

#### **4. Office Management**

- to maintain such financial and other administrative records as may be required by the Chief Financial Officer in connection with the Area Office.
- to supervise and direct administrative staff within the Area Office, subject to the policies and procedures prescribed.
- to ensure that all matters pertaining to the security, health & safety and maintenance of the Area Office premises are attended to and notified, where appropriate, to the Chief Financial Officer.

#### **5. 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 – structures, processes and current key issues.
2. Demonstrable understanding of and commitment to the principles of teacher and lecturer professionalism, collegiality and trade unionism.
3. Experience of advocacy/representation work on behalf of individuals and organisations.
4. Knowledge and understanding of the main provisions of employment rights, employment protection legislation and procedures, with an understanding of how these apply in each of the School, Further Education and Higher Education sectors.
5. Working knowledge of UK Trade Union legislation, particularly in relation to disputes, balloting and industrial action.
6. Ability to plan own work schedule, to manage deadlines taking account of planned and emergent priorities; and to work collegiately with others.
7. 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 teachers'/ lecturers' terms and conditions of employment.

#### **Principal Terms of Employment**

1. The salary scale as at 1 August 2024 is £65,751 - £67,992 - £70,233 - £72,476 -£74,718. Incremental progression takes place on 1 April each year. Under the current agreement between the relevant union and the Institute, these salary values are increased in line with movements in teachers' salaries.

2. The successful candidate will have the opportunity to choose between receiving a car from the Institute or a fixed car allowance as a contribution to the costs of the individual making their personal vehicle available for business purposes.

In accordance with the Institute's sustainability policies, cars provided by the Institute will be either fully electric, or plug-in hybrid.

Where a car is provided by the Institute, a charge will be made in respect of private mileage.

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. 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 Assistant Secretary. In addition, there are a number of Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
6. In general, the Area 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.

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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 Officer's entitlement to sickness allowance.

### **Appointment Timetable**

The closing date for receipt of applications is Thursday 29th May. It is envisaged leeting will take place on Wednesday 11th June and that interviews will be held on Tuesday 24th June.