

The Educational Institute of Scotland
Administrative Assistant Organisation (Grade B)
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.

The Organisation department is tasked with, among other things:

- The planning and delivery of the Annual General Meeting and the annual cycle of meetings of EIS Council and Committees and Sub-Committees;
- Coordination of the work of the EIS Organiser team (currently comprising 8 members) working across Scotland and providing support to them in relation to the recruitment and retention of members;
- The provision of training, briefings and ongoing reactive support to Local Associations;
- Supporting the EIS Board of Examiners in relation to the annual cycle of seeking and assessing nominations for the degree of Fellowship of the Educational Institute of Scotland (FEIS); and
- Supporting groups of members taking industrial action on a local or national basis.

Location and Flexible Working

The successful candidate will be based primarily within 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 Institute and its members.

Job Purpose

The provision of administrative support to the Assistant General Secretary (Organisation) and National Officer (Organisation) in the specific areas set out below, and to provide support to the Senior Administrative Assistant in the Department.

Major Tasks

- Provision of administrative support to the Assistant General Secretary with regards to her/his role in managing the work of the Organiser team.
- To organise AGM accommodation, guests and make arrangements for the formal AGM dinner.
- To provide all of the administrative arrangements for the FEIS nominations and preparations for the annual award ceremony held at the AGM.
- To undertake specifically allocated Organisation Department tasks relating to the administration of Internal networks and External relationships.
- To provide cover for administrative and clerical support for AGM, Council, Executive, Emergency Committee and Strategy Sub -Committee meetings.

Main Activities

Organising Work

Close involvement in supporting the Assistant General Secretary and National Officer in their management of EIS organising activities including:

- To Provide administrative support for, attend and make notes of Organisers and Local Association Secretaries meetings.
- To provide administrative and planning support in relation to student recruitment, including organisation of EIS attendance at relevant University recruitment fairs and other events.
- To ensure that application and welcome packs are updated on an annual basis, printed and delivered to LA Secretaries and Organisers/Area Officers.
- To plan and ensure timeous delivery of ordered materials to HQ and to individual Organisers for each student recruitment event and political conferences.
- To liaise with the Membership Department on student/probationer postings, and to arrange the preparation of each letter within the annual cycle.
- To review the EIS merchandise stocks and 'student pack' stocks, and prepare orders to replenish these as required.
- To attend student recruitment/training events, when possible
- To administer the EIS Rep Training programme, including liaison with course participants, reviewing viability and contacting Organisers and FE providers to identify and engage tutors for courses.

AGM

Involvement in AGM preparations including:

- Ensure the correct guests are invited to attend
- Organise accommodation requirements for staff, certain delegates, Council members, and invited guests

- Check hotel invoices and resolve queries
- Invoice guests/delegates for any additional expenses incurred
- Administer the AGM dinner and ensure that the set-up and seating arrangements are correct for the AGM dinner

FEIS

- Administration of the nomination process of New Fellows
- Arrange the annual meeting of the Board of Examiners, prepare a draft minute of the meeting and undertake follow-up administration
- Organise the timely production of FEIS certificates
- Organise the Statutory Meeting of Fellows and their annual reception
- Keep the FEIS database up to date
- Deal with all ongoing queries

General (Organisation Dept)

- To maintain the list of bodies to which the EIS has affiliated and ensure the timely payment of affiliation fees.
- To support the process of seeking EIS nominees to external bodies
- To administer the annual "Freedom of Information requests and responses" processes regarding Local Government Education budgets.
- To provide administrative support for the Occupational Network membership renewal process.

Cover

The post-holder will also provide cover in the absence of the department's Senior Administrative Assistant or other members of the department administration team.

Sources of Work

Work is principally received from the Assistant General Secretary (Organisation), with further work allocated by the National Officer (Organisation) and the Senior Administrative Assistant.

Supervision

Received – Day-to-day supervision by the Senior Administrative Assistant.
Line management is provided by the Assistant General Secretary (Organisation).

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, full-time position based at 46 Moray Place, Edinburgh. The postholder will report to the Assistant General Secretary (Organisation) and Administrative Assistant Grade A for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £37,308 with increments over 4 years to £41,976. The salary on appointment will be £37,308 per annum with increments payable annually from the 1st April thereafter until the top point on the salary scale is reached.
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. Administrative Assistants are entitled to 23 working days' annual leave (rising to 32) in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the Line Manager. 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. Core working hours are 35 per week. However, 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. The office is open 8.00am to 6.00pm Monday to Friday.

The post-holder may also be required to work such additional hours as may reasonably 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 35 hour working week.

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 the receipt of applications is Tuesday 17 June 2025. It is envisaged leeting will take place on Thursday 19 June 2025 and interviews will be held on Wednesday 25 June 2025.