

The Educational Institute of Scotland

JOB DESCRIPTION

Title of Job

Administrative Assistant Grade B (Organisation Department; FE)

Job Purpose

Administrative support in areas of the department's work – principally relating to the EIS Further Education Lecturers Association (FELA), its National Executive Committee and Sub-Committees - and to ensure that this is organised efficiently and undertaken in a timely and accurate manner. The post holder will also assist and provide administrative support to EIS University Lecturers Association as required.

Major Tasks

Administration of FELA National Executive Committee and Sub-Committees

Administrative, secretarial, and clerical support to National Officers

Organisation of FELA and ULA Seminars, Conferences and Training/ Campaign events

Maintain the Further Education section of the EIS Website, supported by IT & Comms staff as necessary

Organisation of FELA Ballots, Statutory Industrial Action Ballots & Annual Elections

Provide cover for the Administrative Assistant Grade B (Organisation, Higher Education).

Departmental Support

Main Activities

Administration of FELA National Executive & Sub-Committees

Undertake a range of administrative work related to the FELA National Executive Committee including

- preparation of papers and reports,
 - compilation and coordination of papers for agendas,
 - allocation of background papers and skeletons,
 - drafting minutes,
 - processing decisions emanating from minutes which may include preparing papers for EIS Executive Committee and Council, processing responses to consultations and involvement in the progression of items for the members' magazine (SEJ)/EIS/FELA Bulletins, internal and external correspondence, policy papers etc.

Overseeing all work relating to the FELA Sub-Committees, notwithstanding that the work of one Sub Committee is supported by Administrative Assistant (HE).

Administrative, Secretarial, and Clerical Support to National Officers

Provide assistance to the National Officer (FE), and National Officer (HE) as appropriate, including preparation of correspondence, arranging meetings, scheduling appointments and other commitments. Dealing with routine telephone enquiries.

FELA Conferences, Seminars and Training/Campaign Events

- assessment and booking of venues for Conferences/Events
- liaison with speakers, delegates, arranging catering, sound & vision etc.
- contact with suppliers and negotiations regarding prices, contracts etc.
- ensure deadlines are met with particular reference to constitutional requirements
- preparation of draft agendas and minutes
- arrangements for postings to delegates & preparation of delegate packs
- post Conference/Event action points including feedback collation
- Organisation of Campaign Events –demos, marches, petitions etc.

Produce a compilation of College Accounts Annually

FELA Consultative/Industrial Action Ballots and Annual Elections

Preparation of materials for indicative and statutory industrial action ballots, including timetabling, liaison with Branch secretaries over electorate, support National Officer/Assistant General Secretary with drafting ballot papers and covering statements, correspondence with employers, contact with external balloting agent where appropriate, counting of internal ballots and issuing of results.

Organisation of Annual Elections undertaken by the Department, including FELA National Executive and FELA Sub-Committees

Recruitment

Selection and purchasing of recruitment materials for EIS FELA

Maintaining stock levels

Departmental Support

Provide general support as required under the direction of the Administrative Assistant (Grade A) or Assistant General Secretary to the Organisation Department. This may include cover for short periods of illness or according to the needs of the Department and will include assistance in regard to the Institute AGM and Council.

Sources of Work

Work will principally be generated by the FELA National Executive and decisions taken by these bodies. Work is received in the first instance by the National Officer (FE) and the Administrative Assistant (Grade A) and, on occasion, National Officer (HE) and the Assistant General Secretary

Supervision

Received – Day-to-day supervision by the Grade A. Line management is provided by the Assistant General Secretary (Organisation). The National Officer (FE) will also direct the postholder's day-to-day work, including priority of work.

Given – No supervisory function is associated with this post

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 and the ability to work both using your own initiative and as part of a team

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 Grade A Administration Assistant, National Officer (FE) and the Assistant General Secretary for the proper and efficient discharge of her/his duties.
2. The current salary scale for the post is £38,880 with increments over 4 years to £43,740. The salary on appointment will be £38,880 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 Monday 4 May 2026. It is envisaged that leeting will take place on Thursday 7 May 2026 and interviews will be held on Wednesday 20 May 2026.