

General Federation of Trade Unions

Job Description

Job Title	Education Officer.
Accountability	Ultimate accountability is through the General Secretary to the Executive Committee of the General Federation of Trade Unions and the Trustees of the Educational Trust.
Line manager	The Operations Manager of the GFTU.
Line managing:	The Education Administrator/s.

Principle Duties and responsibilities

- 1 To organise, lead and manage educational, initiatives as required by the Executive Committee of the General Federation of Trade Unions and the Educational Trust.
- 2 To manage the effective administration, financial planning and budget accountability and reporting of all educational and other project initiatives as required.
- 3 To pro-actively seek sources of funding and constructive partnerships in order to sustain the educational, arts and other project initiatives of the GFTU and Educational Trust.
- 4 To manage administrative and other staff employed temporarily or permanently on the activities organised by the GFTU or Educational Trust in accordance with GFTU policies and practices.
- 5 To advise the GFTU and Educational Trust and the GFTU General Secretary of opportunities for partnerships, international connections and funding for learning.
- 6 To assist the General Secretary with other duties in the interests of the GFTU as and when required and deliver training.
- 7 To develop the best practice in trade union education and identify and support trainers and retain an oversight of curriculum development issues.
- 8 To represent the Educational Trust and GFTU on external bodies including international bodies as required.
- 9 To produce and manage the effective distribution of materials that promote the GFTU learning programme and the work of the Educational Trust.
- 10 To support GFTU affiliates and partners in their development of training and learning opportunities.
- 11 To assist in the production of GFTU publications.
- 12 To attend the BGCM of the GFTU and other trade union and related organisations conferences as may be required from time to time.
- 13 To represent the Educational Trust on awarding and accrediting bodies as appropriate.
- 14 To provide advice to the General Secretary and the GFTU on the best ways of retaining the independence and quality of GFTU's learning programmes.

- 15 To assist in with work to gain and retain GFTU affiliates as required by the General Secretary and establish good working relationships with union education officers.

Reporting and accountability

- 1 To attend supervision meetings as required with the Operations Manager.
- 2 To report in writing to each Executive Committee and each Educational Trustees meeting and BGCM and attend in person as and when required.
- 3 To attend GFTU Officers' meetings and Staff Meetings.
- 4 To report back from any external representational meetings as required.
- 5 To provide information and articles and other materials for GFTU communications and website.

Person Specification.

Essential

A degree level qualification.

A strong proven commitment to trade unionism, arts and education.

A knowledge of progressive learning theories and techniques.

An ability to navigate the external funding landscape, complete funding applications and manage projects.

A proven record in managing efficient administration and financial controls.

Strong written and other communication skills.

An understanding of the relationship between professional autonomy and democratic accountability.

Involvement in successful partnership working.

Successful delivery and design of trade union education

Desirable

A successful record in delivering and managing education in a trade union context.

Experience of deploying and organising arts and cultural work.

Experience of international work.

Date 8th Feb 2017.