



FBU Union Learning Fund Project Support Organiser Job Description

- Job Title: FBU ULF Project Support Organiser
- Main Purpose of the Job
 1. To be responsible for the national development and implementation of the FBU's Lifelong Learning strategy in a proactive manner within the FBU structure and with project partners.
 2. To develop strategies that will support and provide learning provision in non-unionised workplaces and support ULF Project Staff and Union Learning Representatives (ULRs).
 3. To develop strategies that will support and provide learning provision in the community and support the ULF Project and Union Learning Representatives (ULRs).
 4. To promote Lifelong Learning throughout the workforce.
 5. To develop and explore opportunities to set-up Learning Centres
 6. To develop strong regional & local partnerships with Unionlearn.
- **Duties and Responsibilities**
 1. Carry out work in line with the FBU Union Learning and FBU policies.
 2. Report to the FBU National ULF Manager as required and attend meetings of the ULF Project Team and FBU Learning Committee.
 3. Carry out workplace and community presentations promoting the Lifelong Learning agenda.
 4. Carry out a learning needs analysis across non-unionised / low density workplaces.

5. Identify FBU officials/members who wish to become ULRs or Learning Champions.
6. Work with TUC trade union studies departments to provide & source accredited ULR and Union Learning courses.
7. Promote & support the ULRs by engaging with Unionlearn to provide further course provision. i.e. Skills for Life
8. To produce newsletters, circulars, reports, etc in a timely and professional manner with a corporate image.
9. To manage report and effectively deliver Union Learning in line with nationally set auditable procedures.
10. To be able to work within the FRS on a partnership basis to develop learning opportunities.
11. To oversee and assist with the setting up of new learning centres within the FRS.
12. To seek out and establish funding mechanisms in order to enhance learning opportunities and sustain Union Learning.
13. To attend meetings, seminars and training or development opportunities as relevant to the post.
14. Develop working relationships with Union Learning partners
15. Develop links working with the TUC Unionlearn within the region.

ULF PSO Specification

<u>Education and Training</u>	Essential	Desirable
• Understanding of the FBU Lifelong Learning agenda. • Understanding of the Union Learning Fund. • Understanding of the Governments education and skills targets for adult learning. • Competent in numeracy, literacy and 'ICT' skills. • Attended TUC ULR course • Understanding of the FBU's policies and rules. • Understanding of IPDS and Workforce Development • FBU Dyslexia Support Advisor	E E E E E	D D D
<u>Experience, Skills and Knowledge</u>		
• Experience of handling confidential information with tact, professionalism and diplomacy. • Good communicator • Understanding of the functions of Unions and the Government in relation to Lifelong Learning and ULF's. • Knowledge in provision and delivery of TUC courses • Understanding of work involved in Union Learning Centres	E E E	D D

• Experience of consulting and negotiating with management.	E	
• Ability to work effectively with colleagues.	E	
• Experience of communication and presentation skills.	E	
• High level of resilience and energy.	E	
• Experience of producing presentations and reports, using Microsoft packages including Word, PowerPoint, Access and E-mail.		D
• Ability to produce high quality management documents, i.e. reports, circulars, flyers, etc.		D
• Good time management skills.	E	
• Ability to work independently and as part of a team.	E	
• Knowledge and understanding of Unions' working practices and commitment to Equal Opportunity issues.	E	
• Able to attend meetings, work out of office hours and travel as required	E	
• Able to meet the transport requirements of the post	E	