

## ROLE DESCRIPTION



**Role title:** Learning and Development Organiser  
**Department:** Organising, Learning and Bargaining  
**Date:** January 2022  
**Reports to:** Senior Organiser

### **Role purpose** (why the job exists and its contribution)

To work face-to-face with members and activists to boost members' professional development by brokering, development and delivering extensive local and regional learning opportunities that empower members as professionals, engage them in the wider union and scout for activist talent.

Deliver national organising projects regionally, taking every opportunity to empower activists, support and develop reps, boost membership density and maximise member engagement and learning.

### **Key responsibilities** (the key areas of the role holder's work)

1. Develop, lead and deliver good learning, development and organising practice across their region, liaising closely with other regional staff, reps and local officers to account-manage local learning activities, maximising opportunities for members to engage in CPD activities, including under-represented groups.
2. Promote lifelong learning and provide information, advice and guidance to members, reps and local officers on identifying learning needs, removing barriers to learning, negotiating learning agreements and organising local learning activities
3. Identify, train and mentor a vibrant network of union learning reps in their region, encouraging them to engage with wider union activities to support branch and local district renewal.
4. Provide specialist knowledge and expertise on the planning and delivery of learning, organising, recruitment and member/rep-led campaigns to members, reps and local officers, including identifying providers, brokering learning provision, producing targeted publicity and developing and delivering bespoke learning activities for local networks of reps and members.
5. Provide specialist knowledge and expertise to lead and support planning and delivery of all learning strands of organising work within their regional team (e.g. bargaining, equality strands, ULF, sectoral and community campaigns), working closely with the Head of PD and their team to integrate local learning into the union's national programme of members' professional development and identify local learning needs.

6. Identify, develop and manage a range of member, activist, officer, staff, provider and stakeholder relations in their region to ensure that agreed expectations, timelines and roles are met for national and regional organising and learning projects are met, including reporting local ULF project outcomes.
7. Develop strategies to identify, motivate and coach more and better reps, in particular union learning reps, by visiting workplaces and facilitating other opportunities and events to meet members and reps face-to-face, training and mentoring them to recruit, organise around learning, engage others, campaign for change and take collective action effectively.
8. Account manage delivery of agreed organising and learning activity budgets, liaising directly with local officers and other regional staff to bid for and maximise match-funding from local districts.
9. Develop strategies to undertake a programme of direct and indirect (via reps and officers) integrated recruitment, organising and learning activities to maximise visibility amongst potential members, boost membership density (e.g. trainees, newly qualified and recognition campaigns), and foster activist engagement to renew lay capacity at every level of the union.
10. Develop strategies to balance, deliver and monitor these varied and competing operational activities within agreed time and budget constraints, taking a strategic view, devising, leading and delivering project plans and identifying resources to prioritise competing demands accordingly.
11. Map organising, recruitment and learning potential within workplaces, branches, networks and local districts, advising the senior organiser, PD team, regional colleagues and local officers of opportunities as they arise, including member sentiment, concerns and learning needs.
12. Provide initial advice to members and reps on all aspects of NEU work, including contractual rights, signposting to further information, expertise and representation as appropriate.

### **How the National Education Union works**

*These principles set out the culture and approach of the NEU.*

The role holder:

- Models professionalism and integrity and acts in accordance with the NEU values
- Supports the democratic processes
- Promotes an organising culture across the union
- Works collaboratively and empowers others
- Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources

- Adopts a proactive and flexible approach

<b>Key relationships</b>	
<i>These are the main working relationships that the role holder will develop.</i>	
<b>Person(s)</b>	<b>Nature</b>
<b>Head of Organising</b>	The Head of Organising leads the team, sets team targets and oversees allocation of account management responses
<b>Senior Organiser</b>	The role holder is line-managed by a Senior Organiser who has responsibility for allocating regional resources to deliver national organising projects.
<b>Local officers and activists</b>	The role holder will work with local officers and activists to deliver learning and organising projects to boost professional development opportunities and maximise member engagement.
<b>Organising, Learning and Bargaining Directorate</b>	The role-holder will work collaboratively with other members of the directorate to deliver the Union's organising objectives and priorities.
<b>Head of Professional Development</b>	The role holder will work collaboratively with the Head of PD and their team to integrate local learning into the union's national programme of members' professional development and promote union learning.
<b>Officers &amp; Executive Members</b>	The role holder will liaise with Officers and Executive members, lay officers and activists and must provide a professional impression and manage relations diplomatically, being an ambassador for the NEU.
<b>Members and potential members</b>	The role holder will undertake direct recruitment and organising activities.
<b>ULF Project Team</b>	The role holder will work with the ULF Project Manager/Team to publicise ULF learning opportunities;
<b>Schools/colleges/learning providers</b>	The role holder will develop and broker learning opportunities and learning agreements.
<b>External relations</b>	The role holder will interact with leaders, employers, elected representatives and union counterparts to establish effective professional relationships which raise the profile of NEU and assist in achieving organising objectives and targets.

<b>Demonstrable key skills, knowledge and experience</b>
<i>The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.</i>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Developed literacy and numeracy skills;</li> <li>• Organising Academy Qualification (desirable);</li> </ul>

## **Resource management & Planning**

- Ability to plan, prioritise and manage own workload to agreed objectives;
- Ability to coach, mentor and develop, adapt and provide training and CPD;
- Proven project management skills and the ability to bring complex projects to a successful conclusion;
- Strong planning and organisational skills;
- Experience of working successfully within an agreed budget;

## **Thinking challenge**

- Understanding of how to successfully operate within the political, educational and legal context of the union's work contexts;
- Specialist knowledge of lifelong learning opportunities and how to access them;
- Ability to identify and analyse membership information and trends to inform Union strategies and campaigns;
- Ability to quickly assimilate a working knowledge of relevant contractual terms, employment rights and union policies.
- Good analytical skills;
- Ability to confidently manage sensitive and difficult situations;
- Ability to work independently, to exercise judgement and make decisions within agreed parameters;

## **Communication**

- Well-developed communication skills, including active listening skills, and the ability to relate to a range of people in a range of different and challenging situations;
- Ability to successfully engage and work in partnership with local activists and members;
- Good public speaking and presentation skills;
- Ability to persuade and influence others, including to make a persuasive case for union he NEU and engaging members as activists;
- Proven ability to draft clear documents, reports and publicity materials;
- Ability to build and maintain good, supportive working relationships;
- Proven ability to use social media to engage members and non-members, and to publicise member activities.

## **Operational delivery**

- Knowledge of the trade union movement and a developed understanding of the issues relating to membership recruitment and retention;

- Previous trade union organising and recruitment experience, including working locally with trade union branches (desirable);
- An understanding of the issues relating to trade union, CPD and lifelong learning and training;
- Experience of successful collaborative working.
- The ability to work pro-actively and independently, within agreed parameters, without needing day-to-day line management oversight;
- Good IT skills including Microsoft Office Suite and ability to provide management information and reports in a range of formats;

## **Additional**

### **Work demands**

- The ability to work under pressure and to meet deadlines;
- The role holder will be required to work at weekends and in the evenings as necessary for the performance of the role;
- The requirement to travel extensively to attend regular activities, conferences and meetings away from the normal place of work, which will involve stays away from home. These will be locally, regionally, and sometimes nationally
- The requirement to be able to drive and possess a full, valid UK driving licence.

### **Additional relevant requirements**

- A firm commitment to the trade union movement and to the role of education unions in particular;
- An understanding of and equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- The requirement to undertake professional development and training as necessary for the performance of the role;

This role description will be kept under review and can be adapted to meet the changing needs of the National Education Union, subject to appropriate consultation.