

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>:</b>	<b>REGIONAL EDUCATION &amp; EQUALITY OFFICER</b>
<b>ACCOUNTABLE TO</b>	<b>:</b>	<b>REGIONAL SECRETARY</b>
<b>PLACE OF WORK</b>	<b>:</b>	<b>GMB LONDON REGION</b>
<b>GRADE</b>	<b>:</b>	<b>7</b>
<b>HOURS OF WORK</b>	<b>:</b>	<b>UNSPECIFIED</b>

#### 1. MAIN RESPONSIBILITY

- **With regard to Education and training, the priority will be to develop the talent we have amongst our lay activists, helping grow the lay activists' base and helping instil a strong organising culture in all our training.**
- **With regard to Equality, the priority will be to ensure GMB properly represents and reflects the diversity of modern UK.**

#### 2. SPECIFIC TASKS AND DUTIES

##### EDUCATION AND TRAINING

1. Improve recruitment and organisation and advance the interests of the GMB and its members by managing the provision of a high-quality Regional Education service in accordance with GMB@work organising strategy.
2. The delivery of Regional training targets as determined variously by GMB Congress, the Central Executive Committee and the Regional Committee.
3. The planning, maintenance and delivery of the Regional training programme for postholders (including Branch Officials, Shop Stewards, Safety Representatives and Union Learning Representatives) in consultation with the Region's Management Team and within the allocated budget.
4. Organise, and when appropriate teach on, Regional training courses, including the planning of courses, booking of appropriate tutors and suitable venues, preparation of teaching materials and course programmes, maximising the attendance of appropriate postholders, and authorisation of

student's expenses for attending courses.

5. The planning and delivery of training for Full Time Officers and other staff including reviewing training needs and designing suitable development programmes.
6. Monitor and evaluate Regional Training Courses & materials ensuring a high degree of professionalism and quality is maintained.
7. Identify specific training needs in response to internal and external developments and ensure that suitable training provision is incorporated, as necessary, into the Regional training programme.
8. Provide guidance, information, assistance and advice to the Regional Secretary, full-time officials, postholders and members on developments in training and education.
9. Prepare formal written and statistical reports, as required, on Education and Training activity within the Region.
10. Communications and liaison about training and education, lifelong learning, and equality with GMB members, postholders, branches, officials, and relevant external bodies.
11. Oversee the accurate maintenance of computerised systems for recording and retaining postholders details and training records and carrying out course administration.
12. Respond to enquiries from members, postholders and Officials on education/training matters and lifelong learning.
13. Liaise with the local media, as and when necessary, to maximize the GMB's profile on education and training.
14. Establish and maintain contact with training providers, governmental and other bodies and agencies, educational institutions and other relevant organisations involved in the field of education and training.
15. Carry out other duties, on occasion, as specified by the Regional Secretary.

## **EQUALITY**

1. Work with the Regional Secretary and others to promote equality throughout the Region.

2. Develop activists from different equality strands and to instigate/support organising initiatives amongst underrepresented groups.
3. Advise the Regional Secretary on action to be taken to ensure that the Region meets its legal responsibilities with regard to equality issues.
4. Assist Regional Officials to resolve members' problems over equality. This may include, as appropriate, visits to workplaces, preparation of written reports, conducting research, the provision of advice and information, participation in direct meetings and negotiations with employers, and consultation with GMB workplace representatives.
5. Liaise with and assist the GMB's National Equality Officer in the development and implementation of GMB equality policies and campaigns. This may include representing the GMB or the TUC on various bodies.

### **3. PERSON SPECIFICATION**

**In order to fulfil the responsibilities outlined above, the postholder will require the following:**

1. A proven track record in building effective Trade Union Organisation and developing an Organising culture.
2. Experience of designing and delivering Education and Training programmes for Union activists and employees.
3. The ability to bring new ideas and energy into the equality and diversity of a trade union.
4. The ability to manage and develop a team and to deliver against measurable targets.
5. The ability to manage relations with external providers.
6. The ability to analyse and evaluate existing programmes and materials to ensure they are fit-for-purpose (and to make recommendations for change where appropriate).
7. A clear understanding of the law and policies on equality and discrimination.
8. An understanding of, and commitment to, the aims and objectives of the trade union movement.
9. Understanding the relationship between the effective training, support and

development of workplace representatives, and the Region's ability to meet its recruitment and organisational objectives.

10. The confidence and ability to communicate clearly and effectively with a wide range of people, of varying levels of skills and abilities, both orally and in writing.
11. A general knowledge of industrial relations and a sensitivity to the difficulties involved in dealing with issues facing GMB Officers and representatives.
12. The ability to produce written reports (including statistical reports) and other materials (newsletters, branch circulars etc) in a clear and comprehensible manner.
13. The ability to conduct research and obtain information (in particular on equality issues) and to present such information to officials, representatives and members in an accessible and comprehensible manner
14. A reasonable standard of computer literacy, incorporating ICT skills at the level of competence necessary to produce documents and reports, and carry out research via the internet and computerised databases.
15. Interpersonal and networking skills and the ability to cooperate with colleagues and others.
16. Being flexible, independent, pro-active, self-motivated and able to exercise initiative and work without close supervision – including the ability to organise your own time and prioritise your workload to meet the varying demands of the post.