

IRISH CONGRESS OF TRADE UNIONS

Trade Union Learning Institute

Job Description

Title: **Regional Coordinator**

Job Purpose:

To establish and coordinate regional services aimed at workers within defined sectors and occupations

To develop and deliver high level services for affiliates and union members under the Congress Union Learning Institute, building the capacity of union organisations and advancing the interests of their membership;

To deliver innovation and excellence in the Congress Union Learning Institute's service provision;

To develop and implement strategies, systems and the structures necessary to deliver workplace and lifelong learning opportunities for union members to enable them to access skills' development opportunities;

To work with unions to implement strategies to reach and extend services to union members and potential members within workplaces;

To develop relations with education institutions and service providers

To access income streams and funding to finance learning provision;

To promote Congress' services and increase the impact of the Congress Union Learning Institute and the Trade Union Movement.

RELATIONSHIPS

Reports to: Director Union Learning

Special relationships

with: Affiliate Training and Education Officers,
Local FAS STB officers, Service Providers,
Local union activists and shop stewards,
Training Coordinator, Congress Centres Network,

The post holder will work closely with colleagues based at HQ responsible for Congress Organising and Recruitment programme.

DUTIES & RESPONSIBILITIES

A. SPECIFIC

- Responsible for developing and delivering Congress' Workplace Learning Programme in a designated region, aimed at workers in accordance with the project proposal and targets.
- Develop relations and work with local union organisations and activists to promote the Union Learning Representative (ULR) role among members and identify candidates for the role
- Build relationships with education institutions, learning providers and FAS regionally to develop and increase the provision of flexible learning offerings for people at work.
- Assist in the delivery of training for ULRs, set-up regional networks and provide ongoing coaching and support for ULRs.
- Work with affiliated unions locally, their branch secretaries and/or shop stewards to negotiate with employers on the operational guidelines for ULRs and the establishment of learning agreements at the level of the workplace.
- Assist the ULR/local shop stewards to conduct workplace training needs analyses and recommend suitable Training and Development interventions
- Ensure that all learners are identified, contact information captured and tracked on the project database system and monitor progress.
- Responsible for developing infrastructure to recruit, support and develop the capacity of Workplace Learning Representatives.
- Work with unions to devise and implement innovative strategies to promote the learning initiative, raise awareness of course offerings and recruit participants to undertake learning opportunities.
- Contribute to and support the work of the Workplace Learning Project Team.

- Ensure plans and activities are coordinated with the Congress Centres Network and Organising and Recruitment Programmes.
- Provide regular updates and briefing papers, action alerts, reports, articles and other written materials for dissemination to affiliates/key external targets and the media on the Workplace Learning Programme
- Develop relations with secondary schools regionally to promote the Congress Learning Initiative and the Youth Connect approach.

B. GENERIC

- Support the achievement of departmental and team plans.
- Undertake research and develop analysis, reports and briefings to meet departmental plans.
- Act as a resource to designated Congress committees/projects including co-ordination of, and attendance at meetings, minute taking, arrangement of events and conferences and production of materials.
- Co-ordinate project activity.
- Execute campaigns and/or events.
- Distribute Congress resources and materials including commercial products.
- Identify funding opportunities and develop applications to access income and provide reports to fulfil funding relationships.
- Represent Congress on external committees or with outside organisations and undertake work associated with participation as directed
- Deliver training for constituent organisations and union members.
- Produce information about Congress' work for general information purposes and for use on the website.
- Establish and maintain courses/tutors database.
- Produce regular reports on all activity.
- Operate a range of standard software packages.
- Contribute to the development of and implements organisational administrative and accounting procedures and maintains standards.
- Ensure that all activity undertaken is in accordance with the policies and procedures of Congress and in line with the requirements of the funding partner/s

- Provide monthly, term and annual reports on all activities.
- Manage administrative/clerical staff as agreed.
- Contribute to effective teamwork.
- Build effective relations with colleagues and departments across the organisation.
- Undertake other work as directed.

C. SKILLS, EXPERIENCE & EXPERTISE

- Relevant third level qualification or significant experience in the area of adult/lifelong learning
- Significant experience in the development and delivery of adult learning programmes.
- Well-developed knowledge of union organisation within workplaces preferably gained as a union official / activist.
- Good understanding of the Lifelong Learning agenda including recent policy developments, service provision and funding.
- Experience of planning, coordinating, managing and implementing programmes and/or work activities.
- Experience of working within the FETAC/HETAC accreditation system
- Experience of conducting competency based performance assessments and/or Recognition of Prior Learning methodologies
- Strong creative ability.
- Evaluation skills to assess effectiveness of initiatives.
- Ability to work under pressure, to prioritise and meet deadlines.
- Ability to work on own initiative or as part of a team.
- Well developed management skills.
- Excellent interpersonal skills and the ability to lead and motivate others.
- Willing to take responsibility for others coaching and development of others.
- Strong communications skills including an ability to write concisely.
- Proficient in the use of MS Office Software.

