



## **SCOTTISH TRADES UNION CONGRESS**

### **Director of Scottish Union Learning**

**(Full-time: 34 hours per week)**

#### **JOB OVERVIEW**

The Director of Scottish Union Learning will develop and lead Scottish Union Learning as a key part of the STUC's overall learning offer. The Director will report to the General Secretary of the STUC and be part of the Senior Management Team at the STUC. The Director will lead Scottish Union Learning and have operational responsibility for the staff and financial management of Scottish Union Learning. They will also play a key role in developing the strategic direction of union-led learning.

#### **JOB DESCRIPTION**

##### **Key tasks and responsibilities will include:**

- working with the Scottish Union Learning Board, the Scottish Government, and unions to determine the strategic direction of Scottish Union Learning;
- developing and supporting the operational aims of the Scottish Union Learning Board and the relationships at Scottish and UK levels that are key to the success of Scottish Union Learning;
- preparing funding applications to the Scottish Government and overseeing the management and allocation of all SUL funding;
- overseeing the operation by Scottish Union Learning of its Development Fund and Learning Fund, and any additional funds;
- preparing an annual Business Plan and Workplan to be agreed by Scottish Government and the Scottish Union Learning Board;
- overall responsibility for preparing and managing the Scottish Union Learning budget;

- providing day-to-day leadership and management of the work of Scottish Union Learning staff and ensuring the effective implementation of the Scottish Union Learning workplan;
- playing a key role in supporting the engagement of the STUC and affiliates with education, learning and skills, and workforce development initiatives;
- working on behalf of the trade union movement to secure resources for the overall development of union-led workplace learning;
- working alongside the lead officers delivering TUC and rep education in Scotland to ensure appropriate resources are available to meet the training needs of union activists and officials;
- supporting the development of rep education in Scotland to ensure appropriate resources are available to meet the training needs of union activists and officials;
- continuing to develop the key services and standards necessary to for the effective operation of Scottish Union Learning;
- promotion of the activities and achievements of trade union-led learning in Scotland;
- preparing the publication of an annual report on the work of Scottish Union Learning, including the Development Fund, Learning Fund, and other initiatives;
- developing and maintaining good relationships with a wide range of external partners;
- informing and influencing national adult learning and skills policy and other relevant policies and strategies;
- representing STUC and SUL at a range of external events and conferences, and on a range of local, national, and ministerial groups as appropriate.

## **PERSON SPECIFICATION**

### **The following criteria are essential:**

- an appropriate degree qualification, a qualification at SCQF level 9 or above, and/or relevant experience;

- well-developed leadership, management and finance skills employed in a trade union or learning environment;
- a background in learning and skills policy and programme development;
- extensive knowledge of learning and skills policy developments;
- proven planning, project management, and analytical skills, particularly with regard to managing development projects supported by public funding;
- experience of preparing successful funding applications;
- experience of partnership working and a collaborative approach to working with partners;
- effective communication skills with the ability to influence, establish and manage relationships with a wide range of partners, including Government, employers, learning and skills development agencies, education providers, trade unions, and individuals;
- a sound knowledge of the philosophy and needs of the trade union movement in Scotland with regard to learning and skills;
- good IT skills;
- a willingness to travel.

**The following criteria are desirable:**

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- good presentation skills;
  - ability to chair meetings, conferences, and other events.
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**SALARY**

Grade 5

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| Year 1: | £64, 147 |
| Year 2  | £65, 751 |
| Year 3  | £67, 394 |