



Aegis Unionlearn Project Worker Specification

Job Title – ULF Project Workers (two posts)

Location – One based in SBS, Skipton. One based in HML, Skipton

Salary – Between £21,000 - £24,000 p/a subject to experience & qualifications.

Role Purpose

Learn Through Aegis is an innovative project focused on developing and promoting learning in the workplace. The Project Workers will be responsible for providing high quality support to the Project Manager and a team of volunteer Union Learning Representatives (ULRs). Reporting to the Project Manager, the Project Workers will be expected to provide support and leadership for a network of ULRs throughout the Skipton Group.

Key Activities

- Developing and embedding the lifelong learning culture within the workplace and the Union.
- Developing and promoting learning opportunities and the Learn Through Aegis initiative
- Establishing and supporting the ULR network.
- Developing key processes and procedures to support the project.
- Engaging and supporting learners.
- Assisting in delivering the strategic objectives of Learn Through Aegis.
- Providing Management Information (for Internal & External requirements)
- Maintaining learner records
- Negotiating partnership agreements with local providers
- Utilising national campaigns to promote learning and development.

What are we looking for?

- The ability to communicate effectively, both written and verbally across different media
- Able to influence staff in different areas and at all levels within an organisation, internally and externally to achieve the project aims.
- Effective workload management.
- The ability to co-ordinate and organise across a team of volunteers.
- The ability to work as part of a team and on their own.
- Able to successfully work with business managers, HR, partner organisations and colleagues to develop and promote activities.
- Initiative and a willingness to share ideas and develop best practice across the project
- An understanding where learning promotion fits within the wider union arena and a willingness to promote the work of the union.

- The successful candidates will be able to demonstrate their understanding of, and involvement with, the lifelong learning agenda.
- The successful candidates must be self-motivated, committed and enthusiastic.
- The successful applicants should be flexible . There will also be occasions for some travel and overnight stays may be required.

What else do I need to know?

- The role is offered on a fixed term basis until 31 March 2015.
(Secondment from the business)
- The role is based upon 35 hours a week, however we will consider all applications regardless of current working patterns.
- The post holders will be expected to act in accordance with Aegis rules and the standards expected of a union representative.
- Salary will be commensurate with experience and qualifications.

How do I apply?

- Please forward a CV and covering letter to Duncan McLaren,
Aegis Unionlearn Project Manager, Lochside Crescent, Edinburgh EH12 9SE
or email: duncanmclaren@aegisunionlearn.co.uk

Closing Date and Interviews

- **Closing Date** for applications is **Friday 11th April 2014 at Noon**
- **Interviews** will take place on:
Tuesday 22nd April 2014 and **Wednesday 23rd April 2014** in Skipton