

## Birmingham UNISON Education Coordinator

The role of the education coordinator in the branch is to co-ordinate learning for stewards, activists and members of the branch. It is vital that all activists in the branch are able to access the training they need to do the roles that they are elected to. You will co-ordinate the work of branch learning representatives and ensure that learning is high on the branch's agenda and linked into its organising, bargaining and equalities work; and can provide a clear progression route for everyone who wants to become more involved in branch activity. You will help to ensure that all officers have completed the training needed to carry out their roles.

Tasks relating to these posts are as follows

- make sure all new stewards and safety representatives receive initial information and guidance about their duties and receive a stewards welcome pack
- co-ordinate the activity of learning representatives in the branch education team and ensure that the work of learning representatives is fully integrated into the branch.
- recruit new learning representatives
- negotiate around learning with the employer
- publicise the range of educational and training opportunities available to members and activists
- help untrained stewards, safety representatives and other branch officers onto appropriate training courses
- encourage branch members and activists to make use of the UNISON Open College courses, especially 'Return to Learn' and 'Women, Work and Society'
- maintain contact with the regional education officer/regional education committee
- establish a plan of training for activists and to produce an annual budget to meet its costs and get this approved by branch committee
- keep records of what training has been undertaken and by whom within the branch
- ensure that activists and members get paid time off for training where appropriate.
- Take part in the branch duty system
- Keep branch calendar updated at all times
- Attend the monthly branch executive meeting and the bi-monthly branch committee

There is an expectation that officers give at least one month's notice if standing down to allow for a replacement to be elected and to arrange a handover with the person elected to take up the role