



DEFEND CONTROL JOBS
AN INJURY TO ONE IS AN INJURY TO ALL

Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE

FIRE BRIGADES UNION
General Secretary: Matt Wrack
Telephone: 020-8541-1765
Facsimile: 020-8546-5187
E-Mail : office@fbu.org.uk

CIRCULAR: 2008HOC0341DM

30th May 2008

TO: ALL MEMBERS REGION 3

Dear Sister/Brother,

FBU / TUC Northern Learning for all Fund – Regional Co-ordinator Region 3

Over the last three years the FBU has been promoting and advocating a Lifelong Learning agenda within the Union and in the UK Fire and Rescue Service funded by the Union Learning Fund.

Over the next two years the FBU aims to have a network of Union Learning Representatives in place throughout the Regions and have a sustainable framework in line with the FBU policy. The project aims to deliver Lifelong Learning opportunities to FBU members and Fire Service staff in partnership with other Trade Unions, FRS Colleges, Employers and Education Providers.

FBU Union Learning will continue to encourage and support our members in Lifelong Learning and help them meet learning and skills issues driven by Workforce Development and the Integrated Personal Development System.

This is another key service the FBU is providing for its members.

Having achieved further funding from the Northern TUC until April 2009, the position of a Regional Northern LFAF Co-ordinator exists in Region 3. Where this would involve a secondment to the project, appropriate agreement will be required with the successful applicant's Brigade.

The enclosed job specification and job advert should be displayed on the FBU notice board and brought to the attention of all FBU members.

Please note **Monday 16th June 2008** is the closing date for applications which should indicate how you meet the job description and other additional information that may support your application. This will be accepted by email or in writing to the address at the bottom of the advertisement.

For further information contact:

Trevor Shanahan

Mobile: 07917759473

E-mail: Trevor.shanahan@fbu.org.uk

Yours fraternally,

DEAN MILLS
National Officer
DM/EMH



The Fire Brigades Union is a public sector Union which represents Firefighters and Emergency Fire Control staff all over the United Kingdom. We are a political organisation affiliated to the Trades Union Congress (TUC).

Unionlearn Northern Learning for all Fund
FBU Project Worker for the North East
Based in FBU Learning Centre - Northumberland

A full-time post starting July 1st 2008 until 31st March 2009 is available to work within FBU region 3 due to the successful FBU bid for funding from the Northern Learning for All Fund. The post will play a key role in the implementation of Lifelong Learning in the North East Fire and Rescue Services and importantly for Fire Brigades Union members.

This will be a demanding but worthwhile opportunity to take the union forward in providing Lifelong Learning opportunities for FBU members and FRS staff within the North East. You will be involved in the delivery of a learning needs analysis and carry-out workplace presentation's. You will be directly involved in encouraging union members to become Union Learning Reps (ULR's). You will also be required to deliver Information Advice & Guidance (level 3) to prospective learners. You will work closely with the FBU learning centre manager, Regional (3) Committee and the FBU National ULF Manager. You will also be a member of the North East Partnership Committee and build links with Unionlearn and develop working partnerships with a variety of parties & agencies including Senior NIFRS Managers. This is an opportunity to promote the FBU's commitment of providing another key service for its members and enhance its role with the affiliated unions of the TUC.

You will possess the following;

- Knowledge of the FBU Lifelong Learning agenda
- IAG Qualification at level 3
- Knowledge of Unionlearn's role in delivering the learning agenda
- An enthusiasm to deliver the learning agenda in the region through the FBU
- Understanding of Trade Unions and their responsibilities
- Understanding and Commitment to Equality and Diversity Issues
- Ability to work on your own initiative and as part of a team
- Full driving licence

If you feel you are able to fulfil the above as essential requirements of the job, then we will be happy to hear from you.

Applicants should write or E-mail their interest in the post, outlining any previous experience with the FBU Union Learning agenda or other relevant experience and how they meet the job description marking it private & confidential to:

Trevor Shanahan, FBU National ULF Manager
FBU Learning Centre Northumberland Fire & Rescue Service Loansdean, Morpeth
Northumberland NE61 2ED
Tel: 01670 534685 Mob: 07917759473 Email: Trevor.shanahan@fbu.org.uk
Closing Date: Monday 16 June 2008

Short-listed applicants will be required to attend an informal interview and the successful candidate will be expected to provide two references prior to offer of the post. Seconded applicants will be expected to have the support of their CFO prior to application.

FIRE BRIGADES UNION

Union Learning NORTH EAST PARTNERSHIP



Post Designation:	Regional Union Learning Co-ordinator
Grade:	Fixed Term – 01 st July 2008 – 31 March 2009
Location :	FBU Learning Centre (Northumberland) – peripatetic in North East Fire & Rescue Services
Responsible To:	Learning Delivery Manager
Responsible For:	Working in partnership with North East Fire and Rescue Service employers, managers and other recognised trade unions in promoting Lifelong Learning opportunities. Recruiting a regional network of Union Learning Representatives in the North East Fire and Rescue Services. To provide and deliver high quality Information, Advice and Guidance to employees of the North East Fire and Rescue Services.

JOB PURPOSE

As a member of the North East Management Board the post-holder will work as part of the Partnership Learning team to:

- To develop and support the aims and outcomes of the Fire Brigades Union Learning Partnership
- Recruit a regional network of Union Learning Representatives
- Deliver a Learning Needs Analysis in each of the partnership fire and rescue services
- Deliver high quality Information, Advice and Guidance to employees
- Promote Skills For Life learning within the workforce
- Promote, organise and support participation in Skills For Life learning programmes through the partnership
- Improve equality of access to learning and training opportunities for all employees
- Promote the learning opportunities available in the FBU learning centres
- Encourage the NE FRS to sign the Employers Skills Pledge.
- Work in partnership with employers to ensure that vulnerable staff are supported and given access to learning opportunities
- Work in partnership with employers to encourage and support applicants to the FRS especially those from women and black and ethnic minorities

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Deliver the outcomes of the FBU Northern TUC Learning for All Fund
2. Complete and submit data information as required by the Northern TUC LfAF
3. Complete and submit project finance claims and invoices as required by the Northern TUC LfAF
4. Recruit ULRs and organise ULR courses with appropriate trade union education departments
5. Provide reports for the Learning Delivery Manager and the NE partnership board
6. Carry out IAG with employees and work with the FBU learning centre staff to provide learning opportunities for employees

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7. To assist in the development of marketing materials
8. To carry-out a learning needs analysis, analyse data and produce a final report
9. Ensure that targets and quality standards are met in relation to learners
10. Maintain a working knowledge of IT software including learndirect courses
11. Contribute to the development of the National FBU ULF
12. Develop working relationships with all the project partners to promote the development of workplace lifelong learning
13. Assist providers and Learndirect centres to respond effectively to the needs of learners
14. Liaise with the Learning Delivery Manager and National ULF Manager to ensure queries regarding the project are dealt with smoothly and efficiently
15. Work with and support Union Learning Reps as appropriate
16. Actively promote equality and fairness to ensure appropriate policies are adhered to
17. Attend meetings of the NE partnership board
18. Undertake any other duties consistent with the nature, grade and level of the post to ensure the success of the project

Such additional duties as may be determined by the Learning Delivery Manager and North East Management Board commensurate with the nature and grading of the post.

This job description is designed to provide an indication of the scope and nature of the post and not an exhaustive list of duties.

Prepared By	Date Prepared	Version	Amended By	Date Amended
Trevor Shanahan	01 May 2008			

Authorised By	Date