



**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**  
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**CIRCULAR: 2008HOC0535DM**

1<sup>st</sup> August 2008

**TO: ALL MEMBERS**

Dear Brother/Sister,

**FBU Union Learning Fund  
Development Worker - Train to Gain**

The FBU has received additional funding for the post of a Train to Gain Development Worker to support the FBU Union Learning Fund.

The post holder will work closely with the FBU National Union Learning Committees and will provide advice and guidance in accessing Train to Gain funding and sourcing other funding streams.

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.

The post will be based at the FBU learning centre in Northumberland; however as the role will be peripatetic and cover all regions appropriate arrangements may be made to recognise this.

Where the applicant 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 **Friday 22<sup>nd</sup> August 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: 07917 759 473

Yours fraternally,

A handwritten signature in blue ink, appearing to read 'DM', is written over a horizontal line. The signature is stylized and somewhat illegible.

**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 Trade Union Congress (TUC).

**FBU Union Learning Fund (ULF) Train to Gain Development Worker  
Based at the FBU Learning Centre, Morpeth & peripatetic as agreed.  
Secondment / consultancy up to a maximum £28,000 (Dependant on Role)**

A full-time fixed term post until March 31<sup>st</sup> 2010 is available to work on a national basis as advisor to the FBU ULF National Committees. This is due to the successful FBU bid for additional funding from the Union Learning Fund. The post will play a key role in working with the union and Fire and Rescue Service (FRS) employers / managers in attaining Train to Gain funding and other possible funding streams. The post holder will be helping to implement the FBU Lifelong Learning agenda throughout the FRS and importantly for Fire Brigades Union members.

This will be a demanding but worthwhile opportunity to ensure that the best use of Train to Gain funding is made in the FRS. The post holder will promote the use of FBU and Trade Union learning centres as quality learning providers for the delivery of learning in accordance with Train to Gain guidelines and protocols. You will be conversant with Train to Gain and make good practice agreements with Train to Gain brokers across all regional areas. You will support the FBU ULF team by advising on the appropriate Train to Gain methodology to access funding and attend meetings to support regional co-ordinators as requested. You will work closely with the project manager and be a member of the FBU ULF Strategic Committee and National Project Co-ordinators committee. You will build links with Unionlearn development workers and develop working partnerships with a variety of parties & agencies including CFOA. You will also help investigate and advise on other funding areas. 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 Train to Gain
- Knowledge of the FBU Union Learning Fund and Lifelong Learning agenda
- An enthusiasm to deliver the learning agenda in the Fire Service through the FBU
- Have an understanding of the government's objectives in Lifelong Learning
- Understanding of Trade Unions and their responsibilities
- Commitment to Equality Issues
- Ability to work on your own initiative and as part of a team
- Good level of numeracy, literacy and ICT skills

If you feel you are able to fulfil the above then we will be happy to hear from you.

Applicants should write or E-mail their interest in the post, outlining any previous experience or ULF involvement 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](mailto:Trevor.shanahan@fbu.org.uk)**

**Closing Date: Friday 22<sup>nd</sup> August 2008**

*Short-listed applicants will be required to attend an interview and prior to offer of a post, provide two suitable references.*

# Fire Brigades Union National ULF

## PERSON SPECIFICATION - Train to Gain Development Worker

Post Designation : Development Worker – Train to Gain

Location : Based at FBU Learning Centre Northumberland with agreed peripatetic arrangements

CATEGORY	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications, Education and Training	<ul style="list-style-type: none"> <li>➤ A good level of competence in numeracy and literacy</li> <li>➤ A good level of competence in Information Communication Technology</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accredited Union Learning Rep</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>➤ Handling confidential information</li> <li>➤ Proven experience of administrative procedures at an appropriate level</li> <li>➤ Experience in the practical use of the Microsoft office suite software</li> <li>➤ Negotiating and consulting with all levels of management</li> <li>➤ Worked with trade unions officials</li> </ul>	<ul style="list-style-type: none"> <li>➤ Worked within a Train to Gain funding environment</li> <li>➤ Experience of working for an emergency service organisation</li> <li>➤ Be able to demonstrate working experience in Local Government</li> <li>➤ Understanding of TU workplace learning centres</li> </ul>
Skills / Knowledge / Abilities	<ul style="list-style-type: none"> <li>➤ Knowledge of Train to Gain guidelines and protocols</li> <li>➤ Understanding of the FBU Lifelong Learning agenda</li> <li>➤ Understanding of the Union Learning Fund</li> <li>➤ Ability to effectively manage workloads</li> <li>➤ Proven effective verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of the requirements of the Data Protection Act</li> <li>➤ Knowledge of the work of Unions in the workplace</li> <li>➤ Knowledge of other funding areas for learning</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>➤ Able to work in all regional areas</li> <li>➤ Enthusiastic and motivated</li> <li>➤ Able to work unsupervised and use initiative</li> <li>➤ Able to work as part of a team</li> <li>➤ Flexibility</li> <li>➤ Commitment to own personal development</li> </ul>	
Additional Information	<ul style="list-style-type: none"> <li>➤ Current and clean driving licence</li> </ul>	

# FIRE BRIGADES UNION NATIONAL UNION LEARNING FUND UNION LEARNING



Post Designation:	Development Worker – Train to Gain - National
Salary:	Up to £28,000 (subject to maximum secondment re-imbusement)
Location :	Based at FBU Learning Centre Northumberland with agreed peripatetic arrangements
Responsible To:	FBU National ULF Manager
Responsible For:	Developing sustainable strategies, protocols and good practice in the Train to Gain service between the FBU ULF, Partners, Fire & Rescue Service Employers and Senior Managers. To promote and support FBU involvement in Train to Gain and other relevant training and development funding opportunities.

## JOB PURPOSE

As a member of the FBU National Union Learning Fund Committee the post-holder will work as part of a team and provide strategic support for the FBU ULF Manager and Regional Co-ordinators to provide:

- Develop and support the aims and outcomes of the Fire Brigades Union Learning Partnerships
- Have an excellent knowledge and understanding of Train to Gain and Learning Skills Council funding streams
- Contribute to the aim of developing a strategy that develops national and regional protocols between the FBU and Train to Gain
- Act as link between the FBU ULF committee's and partners Train to Gain brokers
- Work and develop relationships with the FBU National ULF Co-ordinators that support them in accessing Train to Gain funding
- Work and develop relationships with Train to Gain brokers that encourages partnership working in delivering Train to Gain initiatives and networking with the FBU ULF Co-ordinators.
- Work and develop relationships with FRS Employers and Senior Managers in accessing Train to Gain funding
- Work and develop relationships with Train to Gain learning providers
- Increase the take-up of Train to Gain by providing reports, briefings and presentations to Union Learning Reps and other officials
- Increase the take-up of Train to Gain by providing reports, briefings and presentations to FRS employers and managers
- Produce relevant documentation and materials for use by the FBU ULF National Manager and Regional Co-ordinators
- Development training materials and deliver briefings to skills brokers and learning providers in how union involvement increases Train to Gain take-up
- Organise and participate in events to promote Train to Gain and partnership working with the FBU
- Gather information and collate statistics for presentation to meetings

# FIRE BRIGADES UNION NATIONAL UNION LEARNING FUND UNION LEARNING



## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Report and advise the FBU ULF Manager and appropriate committees on current and future arrangements of Train to Gain and other learning initiatives
2. To provide written protocol guidelines in relation to Train to Gain that can be used by the FBU ULF Manager and FBU Co-ordinators
3. To develop and provide presentational material including e-based technology that can be used by the FBU ULF National Committee in promoting Train to Gain
4. Attend meetings and engage with Train to Gain brokers to promote the work of the ULF and develop good working relationships that will help deliver funded learning opportunities.
5. Develop good relationships with Train to Gain learning providers and maintain an up to date record of approved learning providers
6. Attend meetings with employers and senior managers in relation to Train to Gain
7. Attend and support the National Co-ordinators at meetings to maximise the use of Train to Gain on a regional basis
8. Establish an understanding and develop a positive attitude to Train to Gain in the Fire and Rescue Service
9. Be a member of and attend meetings of the FBU ULF Committees and provide verbal and written reports
10. Develop a cross-mapping exercise of the FRS role-maps to training and development opportunities of Train to Gain.
11. Maintain data and records of the number of learners who have accessed Train to Gain funding and provide statistical information as required
12. To manage, report and effectively deliver training for ULRs in Train to Gain
13. Gain an understanding of other government initiatives related to learning and development and advise the ULF Manager as appropriate
14. To develop an understanding of other additional funding streams in relation to learning and development.
15. Contribute to the development of the FBU Union Learning agenda and develop good working relationships with all the ULF partners to promote the development of workplace lifelong learning
16. Work with the FBU Learning Centres and promote the use of them and other TUC workplace learning centres as a quality learning provider for Train to Gain
17. Liaise with the Learning Centre Manager and National ULF Manager to ensure queries regarding the use of learning centres as providers are dealt with smoothly and efficiently

# FIRE BRIGADES UNION NATIONAL UNION LEARNING FUND UNION LEARNING



18. Actively promote equality and fairness within the project to ensure appropriate policies are adhered to
19. Promote and represent the FBU in a professional manner at all times
20. Undertake any other duties consistent with the nature of the post
21. Advise the FBU National ULF Manager on development issues as appropriate

Such additional duties as may be determined by the FBU National ULF Manager and FBU Union Learning committees 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	12 June 2008	1		

Authorised By	Date