

JOB DESCRIPTION

FBU ULF PROJECT MANAGER

1. Personnel Information

Post: FBU ULF Project Manager - Appointment for 1 Year (1st April 2015 – 31st March 2016).

Hours:

34hrs per week but as a salaried member of staff will be required to work hours adequate to completing tasks relating to the job on a daily basis and working away from home as required.

Seconded: As National Conditions of Service but will be required to work hours adequate to completing tasks relating to the job on a daily basis and work away from home as required.

Office Location:

FBU Learning Centre, Northumberland Fire Service Headquarters, West Hartford Business Park, Northumberland or as agreed with National Officer for ULF/Education

However, you will be required to travel and work in any of the FBU premises or wherever the Union has business across the country.

Responsible To: National Officer (ULF / Education)

Salary: £29,054 + additional non-pensionable allowance & mileage and subsistence in line with FBU Policy.

2. Main Purpose of the Job

- To be responsible for the development, implementation and delivery of the FBU's ULF Project and Union Learning strategy in a proactive manner within the FBU structure and with Project Partners.
- To meet the contractual obligation of the ULF Project and meet audit requirements.
- To be a principle advisor to the National Officer (education) on issues regarding the ULF Project and Union Learning.
- To be responsible for the allocation and co-ordination of work carried out by Project Support Organisers.
- To support the FBU National Learning Centre Manager in maintaining the Centre as a Skills Funding Agency Provider and the opening of satellite Learning Centres.
- To promote Union Learning throughout the workforce.
- To develop a FBU framework for Learning Representatives and Learning Champions.
- To increase Learning Opportunities for FBU Members and across the FRS Communities.

3. Duties and Responsibilities

- Day to day management of the Union Learning Fund (ULF) Project in conjunction with the FBU National Learning Centre Manager
- To report to the National Officer (education) on the progression of the Project.
- Manage, organise and support the work of Project Support Organisers (PSO's).
- Co-ordinate and develop relationships with Project Partners.

- Promote & support Learning Representatives and Learning Champions by engaging with the TUC in ensuring adequate course provision.
- To ensure that PSO's are managed in order to report and effectively deliver the ULF Project in line with nationally agreed outcomes that are set against auditable procedures.
- To co-ordinate and work with the FBU National Learning Centre Manager in the opening and setting up of new learning centres within the Fire & Rescue Service.
- To co-ordinate and work with the FBU National Learning Centre Manager in the establishment of funding mechanisms that enhance learning opportunities and sustain the future of Union Learning in the FBU.
- To attend meetings and training or development opportunities as relevant to the post.
- Develop appropriate working relationships with the TUC, Unionlearn and National ULF Team.
- Develop links with Skills for the Fire & Rescue Service.
- Ensure the Project is delivered within the agreed and contracted financial budget.
- Establish and maintain good working relationships with Project Staff, Executive Council Members, Officials and all Union personnel.