

<u>Education and Training</u>	Essential	Desirable
• Attended ULR Course.	E	
• Competent in numeracy and literacy.	E	
• Competent in 'ICT'.	E	
• Have an in depth knowledge and understanding of the Union Learning Fund.	E	
• Have an in depth knowledge and understanding of FBU Union Learning Policies.	E	
• Attended E&D training.		D
• Understanding of the Governments Skills Policies for adult learning.		D
• Have an in depth knowledge and understanding of the FBU's policies and rules.		D
• Understanding of FRS Workforce Development		D
<u>Experience, Skills and Knowledge</u>		
• Experience of handling confidential information with tact, professionalism and diplomacy.	E	
• Good communication and presentation skills	E	
• Understanding of the functions of Unions and the Government in relation to the ULF and Union Learning.	E	
• Understanding of work involved in Union Learning Centres	E	
• Ability to work effectively on your own and as part of a team.	E	
• Experience in the collation of Project Data	E	

• Experience of consulting and negotiating with management.	E	
• Have the ability to motivate and manage staff.	E	
• Ability to produce high quality management documents, i.e. reports, circulars, flyers, etc.	E	
• Good time management skills.	E	
• Knowledge and understanding of Unions' working practices and commitment to Equal Opportunity issues.	E	
• Able to attend meetings, work out of office hours and travel as required	E	
• Able to meet the transport requirements of the post	E	
• Understanding of SFA Funding Requirements	E	