

Women@Work Project Worker

14 hours per week

Based in Inverness

(February 2010)

**This post is funded by the Scottish Government
Equalities Unit**

If after reading this information pack, you feel you would like more information on the project, please call Frances Powell (Monday to Thursday) on 01463 710577.



SCOTTISH ASSOCIATION SECRETARY: Joyce Connon

Riddle's Court ● 322 Lawnmarket ● Edinburgh EH1 2PG ● Telephone 0131 226 3456 ● Fax: 0131 220 0306 ● email: hq@weascotland.org.uk ● website: www.weascotland.org.uk

The WORKERS' EDUCATIONAL ASSOCIATION is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered address is WEA, 3rd Floor, 70 Clifton Street, London, EC2A 4HB





THE EMPLOYER

The Workers' Educational Association (WEA) was founded in 1903 and is a national, democratic, voluntary organisation of adult students, individual subscribers and affiliated organisations.

Registered as a charity in England and Wales (1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered address is WEA, 3rd Floor, 70 Clifton Street, London, EC2A 4HB. The Association has no party political or sectarian ties.

The objective of the WEA is to interest men and women in their own continuing education and in education generally in the belief that it is not merely a means to personal development and enjoyment but a collective experience vital to the health of a democratic society. Special efforts are made to make education accessible to those who experience social or educational disadvantage.

Aims and Objectives

In accordance with the general aims of the Association, WEA Scotland seeks to promote adult education based on democratic principles in its organisation and practice, through the participation of its voluntary members. In pursuit of this aim, WEA Scotland identifies the following objectives:

- Stimulating and satisfying the demand of adults for liberal education, through direct provision of courses and activities;
- Provide in particular for the needs of working class adults, and those who are socially, economically or educationally disadvantaged;
- Provide educational programmes for appropriate organisations concerned with the collective needs of adults in the community and in the workplace;
- Further the general cause of education to ensure that all members of society have full opportunity for individual fulfilment through education.

Principles

The Association shall not discriminate in matters of gender, sexuality, race, age and disability. It shall be non-party in politics and non-sectarian in religion.

WEA Scotland is recognised by the Scottish Government Lifelong Learning Directorate and Local Education Authorities for grant-aid. In recent years the WEA has attracted project funding from the Literacies Partnerships, Local Enterprise Companies and a wide range of Trusts and Foundations. It has staff based in Aberdeen, Edinburgh, Falkirk, Fife, West Lothian, Girvan, Glasgow, Inverness, and Kilmarnock.

On behalf of the Charity Trustees, the WEA in Scotland is governed by a Scottish Committee, representative of its members, affiliates and the Local Associations of the WEA. There are currently Local Associations established in North Highland, Inverness and Area, North East Scotland, Fife, Edinburgh and the Lothians, West of Scotland, and Tayside.

The WEA seeks to be an equal opportunities employer and to encourage diversity in its staff team and welcomes applications from under-represented groups.

THE EDUCATIONAL PRIORITIES

In Scotland the WEA's educational work covers a wide range of subjects and themes, which fall into the following broad categories: Return to Study, Basic Skills, Social and Political Studies, Community Arts, Liberal Arts, Pre-vocational and pre-access learning, Retirement Education, Citizenship and Community Training.

The emphasis is towards the provision of adult education opportunities for educationally, economically and socially disadvantaged people including those who are out of work, women especially those on low incomes, trade unionists, workers with few or no formal educational qualifications, carers, older people including those about to retire from work, members of minority ethnic communities and adults with special educational needs. WEA courses are community based or workplace based and accessible and the organisation is committed to the development of innovative adult education, which is relevant and responsive to the needs of its students. Importance is attached to participative learning methods, which meet learners' educational goals and provide opportunities for the development of social and political education.

The commitment to building core skills, including confidence, literacies, citizenship and critical understanding is integral to all areas of our work. The organisation is committed to equality of access to learning and priority is given in the allocation of resources to overcoming the barriers to learning. The ability to motivate adults to actively engage in learning is essential to the success of our work.

In recent years our programme of adult literacies learning has been growing. The WEA has also been at the forefront of workplace literacies developments working with local authorities, employers and local literacy and numeracy partnerships throughout Scotland. Recent developments have included English at Work and English for speakers of other languages. The WEA has also developed a range of community based literacy and numeracy provision for particular groups through integrating literacy and numeracy learning opportunities within a range of popular subject areas including local investigations, living memory work, political studies, creative writing, science, parenting, photography and ICT.

The WEA has Scottish Quality Management Systems (SQMS) accreditation and is a Scottish Qualifications Authority (SQA) approved centre, offering a limited number of accredited courses as appropriate to the needs of its students.

In September 2007, the Scottish Government commissioned HM Inspectors of Education to carry out a review of WEA Scotland using the *How Good is Your Community Learning and Development?* Quality Framework. The full Inspection report is now available on the HMIE website. The WEA Scotland was awarded the following high gradings:

Impact on adults	Excellent
Impact on local communities	Very good
Impact on paid and voluntary staff	Excellent
Inclusion, equality and fairness	Very good
Involvement of members	Excellent
Operational planning	Very good
Partnership working	Excellent
Financial management	Very good
Leadership	Very good

THE STRUCTURE OF THE WEA

WEA Scotland provides adult education activities throughout Scotland with 7 main area offices and a headquarters unit in Edinburgh.

Operating out of each of the area offices, the Area Tutor Organisers, our area managers, cover specified geographic areas, and some of them also support staff in sub-offices or those working from home.

The WEA in Scotland currently have around 60 full and part-time staff, and around 250-300 sessional course tutors per annum.

THE REGION

The WEA in the Highlands delivers a wide range of adult learning opportunities in the workplace and wider community. Currently our programme includes ESOL language provision, computing, first step SQA units and pre-vocational learning programmes, lunch time talks on current topical issues, support for women through the Women@Work project, literacy and numeracy in the workplace and highland archaeology. We also offer a number of liberal arts courses and support for minority ethnic groups, and much of our provision is offered in partnership with other organisations.

The WEA in the Highlands Team is lead by the Area Tutor Organiser who covers the Local Authority areas in the Highlands and Islands and Argyll and Bute.

The Highland team consists of the following members:

- Area Tutor Organiser – Highlands and Islands
- Area Administrator
- ESOL Development Officer
- ESOL Quality Development Officer
- English at Work Project Worker
- Workplace Learning Tutor Organiser : Adult Literacies
- Women@Work Project Worker (Project Coordinator)
- Women@Work Project Worker – (vacant)
- Women@Work Administrator

THE PROJECT

The Women@Work (W@W) project provides learning opportunities and information for women in the Highlands to help them understand current issues, develop skills and become more able to speak out at home, at work and in the community.

We provide a link between local and national public agencies and the W@W local networks, which enables them to consult a spectrum of rural women, and ensure that this important perspective is included in decision-making.

There are currently 9 local area networks involving a total of around 1,500 women, each of which are supported by a network co-ordinator. The networks are: Argyll, Badenoch & Strathspey, Inverness, Lochaber, Moray, Ross, Skye & Lochalsh, Caithness and Sutherland.

We provide training sessions on specific subjects in each of the areas. Topics are chosen to support the project theme – Making Our Voices Heard. Sessions include networking time which encourages women to link up and work together.

There is also a Women@Work project website (www.weawomenatwork.org.uk) which includes details of all W@W activities; diary pages which describe training sessions, a members' database, local and national consultation opportunities and information on many aspects of contemporary life and how women can increase their confidence and contribute more fully.

THE POST

The post is part-time of 14 hours per week. However the post-holder will be required to work flexibly, including occasional attendance at evening and weekend events. Actual working days will be agreed on appointment.

Post	Project Worker
Line manager	Area Tutor Organiser

Purpose of the post	The post holder will assist in the development and delivery of the WEA's Women@Work project.
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Main Tasks	<ul style="list-style-type: none"> • Assist in the day-to-day delivery of the project including administration, publicity and promotion e.g. newsletters & e-bulletins • Contribute to the development of the project's programme of educational and consultation activities • Assist in supporting and developing the Women@Work networks, establishing and maintaining links with individuals, organisations and businesses • Assist with supporting tutors, network co-ordinators and participants • Prepare and maintain project records • Ensure compliance with WEA policies, procedures and reporting requirements • Ensure compliance with funder regulations and reporting requirements • Any other necessary duties
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<u>Knowledge, Qualifications & Skills</u>	<p>Essential - Candidates should be able to demonstrate:</p> <ul style="list-style-type: none"> • awareness of and interest in women's development issues • understanding of equalities issues • good written and oral communication skills, including confident communication in meetings and at public events • good interpersonal skills • proficient use of office software packages, (i.e. MS Word/Excel, but especially email & internet) • high level of administrative and organisational skills <p>Desirable</p> <ul style="list-style-type: none"> • awareness of the Scottish Government's Equality Agenda • group work and/or facilitation and training skills • conference and events organisation • willingness to travel throughout the Highlands and access to a car for business use • Skilled in the use of MS Publisher
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<u>Personal qualities</u>	<ul style="list-style-type: none"> • ability to work as part of a team or individually • self motivated, enthusiastic and resourceful • flexible approach to work
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Conditions of Employment

MAIN CONDITIONS OF EMPLOYMENT: are those agreed for WEA Staff with UNITE/WEA the recognised trade union, they include:-

Duration and hours:

The post will be fixed term to the 31st of March 2011. Hours of work are 14 per week which is pro rata 0.4 of full time equivalent. Actual working days will be negotiated on appointment.

Salary: The appointment is made on Grade B++ of the recognised WEA salary scale being £19,010 to £21,970 per annum (pro rata). This ranges from point 6 to a maximum of point 10 on the salary scale enclosed. Starting Salary will be no higher than the mid point in the scale being £20,490 (pro rata).

Travel and Expenses: Travelling and other expenses incurred in the course of duties undertaken for the WEA will be paid where approved by the Scottish Secretary or her nominee and on the provision of details and/or supporting receipts in accordance with nationally agreed procedures.

Holidays: Holiday entitlement will be pro rata full time equivalent which is 30 days annual leave per annum and eight public holidays and working days falling between Christmas and New Year's Day. The precise dates of any holidays will be arranged in consultation with the Scottish Secretary or her nominee.

Hours of Work: The normal working hours for this post are 14 per week. However, to accept an appointment with the WEA is to accept conditions which imply irregular hours of work during mornings, afternoons, evenings and as circumstances demand at weekends; conversely the WEA accepts that members of staff must be free of duties at irregular times to compensate.

Additional Work: The post-holder shall not engage in additional employment, parliamentary or local government work without the prior consent of the WEA Scottish Committee.

Trade Union: The post-holder will be encouraged to belong to an appropriate trade union.

Pension: The WEA contributes to two pension schemes, the Scottish Teachers' Pensions and the WEA Pensions Trust. Eligibility for membership is determined by the rules of each scheme. The normal retirement age is 65 years.

Variation in Job Specification: Notwithstanding the conditions, duties and responsibilities outlined above, variations in these may be required from time to time according to the needs of WEA Scotland.

Probationary Period: The employee's employment is subject to a probationary period of 6 months.

Notice: The post is subject to a four week notice period by either party.

Location:

The post will be based at the WEA Offices in Inverness, currently at David Whyte House, 57 Church Street, Inverness, IV1 1DR.

Management/ Reporting: The post-holder will report to the WEA Scottish Secretary or her nominee, currently the Area Tutor Organiser.

INTERVIEWS

Interviews will be carried out and appointment will be made by the appointment panel. **Interviews will take place at the WEA office, David Whyte House, 57 Church Street, Inverness, IV1 1DR on Monday 19th April 2010.**

Closing date for receipt of applications is:

Wednesday 07th April 2010 by 5.00 pm

Applications should be returned to:

**The Employment Administrator, WEA Scotland, Riddles Court
322 Lawnmarket, Edinburgh, EH1 2PG.**

Or

a.silva@weascotland.org.uk

WEA Unified Salary Scale – as at 1st August 2009

Salary Grades	Scale Point	Salary Scale as at 1/8/08
	1	12,677
	1 +	13,417
	1 ++	14,157
	2	13,310
	2 +	14,050
	2 ++	14,790
Grade A	3	13,943
	3 +	14,683
	3 ++	15,423
	4	14,576
	4 +	15,316
	4 ++	16,056
	5	15,209
	5 +	15,949
	5 ++	16,689

	6	17,320
	6 +	18,165
	6 ++	19,010
	7	18,060
	7 +	18,905
	7 ++	19,750
Grade B	8	18,800
	8 +	19,645
	8 ++	20,490
	9	19,540
	9 +	20,385
	9 ++	21,230
	10	20,280
	10 +	21,125
	10 ++	21,970

	11	22,919
	11 +	23,975
	11 ++	25,031
	12	23,764
	12 +	24,820
	12 ++	25,876
Grade C	13	24,609
	13 +	25,665
	13 ++	26,721
	14	25,454
	14 +	26,510
	14 ++	27,566
	15	26,299
	15 +	27,355
	15 ++	28,411

	16	29,573
	16 +	30,946
	16 ++	32,319
Grade D	17	30,629
	17 +	32,002
	17 ++	33,375
	18	31,685
	18/ +	33,085
	18 ++	34,431
	19	32,741
	19 +	34,114
	19 ++	35,487
	20	33,797
	20 +	35,170
	20 ++	36,543

	21	37,811
	21 +	39,606
	21 ++	41,401
Grade E	22	39,184
	22 +	40,979
	22 ++	42,774
	23	40,557
	23 +	42,352
	23 ++	44,147
	24	41,930
	24 +	43,725
	24 ++	45,520

	25	50,718
	25 +	53,071
	25 ++	55,424
	26	52,809
	26 +	55,162
	26 ++	57,515
Grade F	27	54,900
	27 +	57,253
	27 ++	59,606
	28	56,991
	28 +	59,344
	28 ++	61,697