

ROLE PROFILE

Role Title	Kent Branch Education Convenor
Accountable to	Branch Secretary
Place of Work	Home based with travel across Kent and to GMB offices as required
Hours of Work	Number of Hours as per release agreement – times to vary as per meeting schedules

Please note that this is a role profile, not a job description. The Education Convenor remains an employee of their existing school and is released to the GMB Kent Branch subject to the terms of the negotiated release agreement, with payment coming from your employer at your current rate of pay and funded by the TU Pool. You must always hold a substantive post within your workplace to be eligible for the Convenor role.

1. MAIN RESPONSIBILITY

- To provide an accompanying rep's service, advising and representing members both individually and collectively in relation to workplace issues, disciplinaries, grievances, absence management and capability processes and health and safety concerns. Building and developing workplace organising structures including recruitment of new members, leading campaign briefings and growing an empowered membership under the direction of the branch secretary and regional organisers. To support with redundancy, restructure and TUPE consultations within Kent schools and liaise with internal GMB teams on these matters.

2. SPECIFIC TASKS AND DUTIES

- Answering inbound telephone and email queries from members through the branch shared phonenumber and inbox, triaging calls and providing appropriate advice or escalating to the Branch Secretary as required.
- Representing members on disciplinary issues, escalating to the Branch Secretary as required and ensuring the necessary steps are taken to protect the member's position should the disciplinary lead to dismissal; i.e. report to Branch Secretary and area office within the specified time scales.

- Advising on and handling individual and collective grievances, providing representation through the internal workplace procedures, escalating to the Branch Secretary as required and in all instances for all collective issues.
- Participating in Redundancy, Restructure and TUPE consultations as directed, providing advice and support to members and submitting any GMB response in consultation with the Branch Secretary. Ensuring TUPE consultations are notified to the Regional Organising Team and Regional Organiser.
- Assisting an Officer or the Branch Secretary in preparing and presenting claims for improvements in pay and conditions, avoiding deadlocks and progressing our members interests.
- Under the direction of an Officer or the Branch Secretary participating in and responding to policy consultations, avoiding deadlocks.
- Attendance at and participation in JCC meetings to represent the GMB position as directed by the Branch Secretary.
- Providing support to local workplace organisers (union representatives) on a wide range of subjects including grievance, disciplinary and health and safety issues.
- Recruitment of workplace organisers, recruiting and organising members.
- Actively participating in regional campaigns that affect local members
- Working with GMB officers and the Branch Secretary to develop our structures and ways of working
- Maintaining a commitment to continuing training and development provided through GMB education and the area teams.
- Assisting in monitoring workplaces and carrying out membership mapping.
- Storing and retrieving information both on paper and using IT. In addition, ensuring that members receive all relevant information and leaflets etc.

3. PERSON SPECIFICATION

SKILLS/ KNOWLEDGE/ EXPERIENCE/ QUALIFICATIONS/ TRAINING

- Organises own workload with the minimum of supervision
- Works effectively as part of a team
- A record and understanding of, or GMB training in, delivering representative duties including grievance, disciplinary, absence management and organisation of workplaces
- Knowledge of the Trade Union movement
- To be able to communicate and react in various environments
- To be willing to travel across Kent, sometimes at short notice
- The ability to work on your own and organise own workload effectively
- To have a basic knowledge of workplace agreements, employment legislation, school support staff issues, workplace issues
- To be willing to continue building the skills and knowledge available through the various courses and workshops that are available, acknowledging that this may mean working outside of your core hours to attend training or mentoring sessions
- To be able to communicate effectively at all levels, i.e. employers, members, perspective members, fellow reps, GMB employees
- To have a willingness to be flexible with the hours worked outside of core school hours to support members and attend meetings

This list is not exhaustive and other reasonable tasks may be allocated; it is however illustrative of the core tasks and skills which will be expected of an Education Convenor within the Kent Branch.