DEPUTY GENERAL SECRETARY

PERSON SPECIFICATION

Essential Experience The person appointed to post will need to demonstrate a record of success in the following:
Experience of participation in the affairs of NASUWT or other similar public or voluntary sector democratic organisations at a senior level.
A proven track record of managing personnel procedures and line management of a significant number of staff.
A proven track record of managing organisational, administrative and financial procedures and accountability for significant levels of budget setting and control.
Extensive experience of negotiation at a high level.
Extensive experience of policy development and promotion.
Experience of supporting and working with elected representatives. Experience of engagement with government officials and ministers. Experience of engagement in the trade union and labour movement.

Essential Skills The person appointed to post will need to demonstrate the following:
The potential to earn the respect of people and organisations associated with the education service and the trade union movement throughout the UK, including government ministers, politicians, senior leaders and officials.
A track record of leadership, including developing and promoting organisational vision and values and managing organisational change.
The ability to establish good working relationships and establish a culture based on effective teamwork within and across teams.
The ability to communicate effectively in writing and orally, including the use of concise and clear English for a variety of purposes.
The ability to address public gatherings effectively.
The ability to work effectively within internal democratic and decision-making structures.
Sound administrative and IT skills.
A degree or equivalent qualification.
The ability to interpret complex information in order to determine appropriate strategic and operational decisions.

Desirable Experience The person appointed to post will need to demonstrate the following:
Experience of teaching, lecturing or instructing.

Essential Knowledge and Commitment The person appointed to post will need to demonstrate the following:
A deep knowledge of and sympathy with the trade union and professional ethos of NASUWT.
A good knowledge of and empathy for the democratic ethos of NASUWT.
A strong commitment to and deep understanding of equal opportunities and managing diversity.
A comprehensive understanding of education services and developments in relation to teachers' employment and working conditions of service.
A good knowledge and understanding of the law as it applies to education and trade unions generally.
Commitment to delivering high standards of service to members.
Broad knowledge of trade union organising principles, campaigns and member-engagement strategies.