



VACANCIES FOR TWO INTO OFFICIALS - PERMANENT POSITIONS

INTO HEAD OFFICE, DUBLIN

General Job descriptions

The INTO is the largest teachers' organisation in Ireland representing the trade union and professional interests of 45,000 members in the Republic of Ireland and Northern Ireland.

INTO Head Office has a staff of 18 Officials supported by 33 Administrative Staff. Two vacancies for officials have arisen due to retirements, one in the Conditions of Employment section and one in the Office of the General Secretary. The successful applicants will be required to work as part of a dynamic team in Head Office committed to achieving the INTO's objectives. While initial duties will be in the Conditions of Employment section and in the Office of General Secretary, flexibility is a key requirement and the capacity to work across all sections of the office is essential. The successful candidates will carry out such duties as may be assigned by the relevant Assistant General Secretary and/or General Secretary. Whilst the initial duties of the posts are outlined below, specific duties will be assigned on an on-going basis and overall duties may be altered and may evolve over time in accordance with the directions of the General Secretary.

Duties will include:

- Contributing to the development and implementation of INTO policy and assisting in the development of services to members
- Maintaining a detailed and up-to-date knowledge of conditions of employment of teachers and education issues
- Advising members on conditions of employment, trade union and professional matters
- Responding to members' queries via telephone, email and correspondence
- Representing and negotiating on behalf of members with the Department of Education and Skills, school management authorities and other external bodies
- Supporting the operation of the Office of the General Secretary
- Supporting the Central Executive Committee (CEC) in their work at branch and district level
- Undertaking research and preparing documentation for publication and presentation.
- Delivering training at branch and district level
- Such other duties as may be assigned by the General Secretary

The successful candidates will have:

- A minimum of five years' relevant professional experience
- An appropriate third level qualification
- Up-to-date knowledge of the INTO and an understanding of conditions of employment for teachers and an understanding of current issues in education
- Excellent communication and interpersonal skills, including an up-to-date proficiency in ICT
- A commitment to working collaboratively and effectively in a team environment
- High standards of research, writing and presentation skills
- An ability to adapt quickly to different demands in order to provide a quality service to individuals and groups of members
- A results-driven approach
- A commitment to ongoing development of knowledge and skills

The successful appointee will enter into a detailed contract of employment with INTO.

Interviews will be held during the week beginning 18 February 2019.

Letter of application (max 2 pages) and curriculum vitae, together with the names and contact details of two referees, should be submitted by email only by 5p.m. on Wednesday 6 February to:
gen.sec@into.ie

General terms and conditions available on request from rwarren@into.ie