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**Application Information Pack**

**Director**

Dear Applicant,

Thank you for your interest in the position of Director at the Institute of Employment Rights.

This is a great opportunity to contribute your skills to an established and well respected think tank. Originating in the labour movement, IER works with a broad network of experts including academics, lawyers and trade unionists to produce high quality, authoritative publications and events. The Director plays a key role in commissioning and developing projects, attracting funding, promoting the work of IER across the labour movement and ensuring the smooth running of the organisation.

We are looking for an individual with experience of the trade union movement, who is able to work well under pressure, prioritise a busy workload, deliver projects to tight deadlines and is prepared to travel to represent IER at appropriate events.

This post can be based in our Liverpool or London office, you will work as part of a small, committed team, reporting to the IER Officers and Executive Committee.

IER promotes equal opportunities and welcomes applications from qualified persons regardless of their sex, race, disability, sexual orientation, gender identity, age, religion or belief.

Please complete the application and equal opportunities monitoring forms and return both by email to cad@ier.org.uk by **12 noon on Friday 1st October 2021**.

Shortlisting will take place on 4th October and interviews will be held on **Friday 8th October via zoom**.

If you have not heard from us by Tuesday 5th October we have decided not to interview you on this occasion. However, we will do our best to respond to each application as soon as possible.

Yours sincerely,

Carolyn Jones

Director

** Information about IER**

**What is the Institute?**

The Institute of Employment Rights is a think tank for the labour movement. We exist to inform the debate around trade union rights and labour law by providing information, critical analysis, and policy ideas through our network of academics, researchers and lawyers.

We were established in February 1989 as an independent organisation to act as a focal point for the spread of new ideas in the field of labour law. In 1994 the Institute became a registered charity. Most TUC affiliated unions are part of the IER network.

What do we do?

### **Employment law conferences and fringe events:** Our [employment law conferences and trade union fringe events](https://www.ier.org.uk/institute-events/) aim to update the labour movement on changes to legislation that affect employment and trade union rights, as well as provide critical analysis on current and future policy. Our speakers include politicians, trade unionists and top academics and lawyers. The Director normally chairs IER events. We have received consistently positive feedback from our delegates, who are typically trade unionists, lawyers, solicitors, academics and people with an interest in employment rights. Over the last 18 months our events have all been zoom based.

### **Employment law publications and journals**: IER normally publishes six [employment law publications and journals](http://www.ier.org.uk/library/) a year. This aspect of IER’s work is overseen by a Publications Sub Committee (PSC) which reflects the three constituent parts of our network. The role of the Director is to oversee the work of the PSC, liaise with possible authors and to edit, produce and promote the publications. Those who [subscribe to the Institute of Employment Rights](https://www.ier.org.uk/register/) receive free access to all of our publications.

### **Briefings and consultation responses:** The Institute produces regular briefings and consultation responses on all aspects of employment rights. Such responses are drafted by members of our network of experts.

### **Commissioned work and projects:** TheDirector approaches and liaises with trade unions on possible pieces of commissioned work. The Director also coordinates IER projects as determined by the Officers and Executive Committee. Projects currently underway include one on the redistribution of working time and one on a new framework of health and safety regulation.

###### Guidance on applying for a job with IER

We have put together what we hope is helpful advice on completing the application form.

General Advice and Guidelines

You may find it useful to prepare a rough draft before completion of the form. This will help you to avoid mistakes or repetitions. It will also assist you in making the form well organised and relevant.

**(5) (6) Telephone Number & Email Address:** Please ensure that you indicate if you do not want us to contact you at work.

**(7) Two Referees:** Please include your present or most recent employer and another previous employer as your referees. If you have not been employed, you may wish to give the name of a person who knows you well enough to confirm the information you have given, and to comment on your ability to do the job. Please note that any offer of employment is subject to receipt of references acceptable to us.

**(11) Education/Qualifications/Training:** Evidence of any relevant qualifications claimed will be requested if an offer of a job is made.

**(12) Work Experience/Employment History:** In detailing the nature of your duties, please only give brief details. It is sufficient to explain the main features of each job that you have had. Please check that any dates requested are correct and in the right order. If you have any gaps, please tell us what you were doing during that time.

**(13) Experience Relevant to Post:** This is the section where you will make your main case for the job. Read the Job Description thoroughly and ask yourself why you are interested in the job. Can you support your decision with supporting evidence? Concentrate on the Person Specification and think of evidence that shows you have the necessary skills, knowledge or experience to do the job. Ensure that you include all relevant experience as this will assist in the shortlisting process. You should aim to present your experiences in a concise and positive way.

Finally

Return your completed form to cad@ier.org.uk under the subject heading Director by **12 noon on Friday 1st October 2021.** If you have any queries regarding this position that you would like to discuss call Carolyn Jones on 07941 076245 or email cad@ier.org.uk.

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**Job Description:**

* **Role:** Director
* **Hours:** 35 hours a week.
* **Holidays:** 30 days plus public holidays (with additional 5 days after 5 years)
* **Salary:** £45 - £52,000 depending on knowledge and experience.
* **Pension:** 9% employer contribution
* **Location:** Negotiable but regular attendance at the Liverpool or London office will be expected once the office reopens. Plus attendance at IER London events will be essential.
* **Responsible to:** IER Officers.

**Main Responsibilities:**

* To offer strategic direction to the work of IER in line with decisions of the Executive Committee and Officers.
* To promote the work of IER across the labour movement, ensuring publications and projects receive the widest distribution and have the maximum impact within the movement.
* To foster good and effective relations with trade unions.
* To liaise with members to stimulate a flow of project ideas and to make suggestions on possible researchers.
* To raise funds for IER generally and for individual projects and to work with IER’s Treasurer to set and oversee the management of the annual budget and ensure that appropriate financial records are maintained.
* To attract and progress commissioned work from trade unions on issues relating to labour law and trade union freedoms.
* To develop good relations with other think-tanks, community campaigns and civil society organisations with whom the IER can work.
* To represent IER at events, meetings and in the media and to work with the Communications Officer to ensure IER’s work is projected to a broad range of audiences, across platforms and through blogs, articles and social media.
* To work with/supervise the work of IER staff (currently the National Coordinator and the Communications and Development Officer) to ensure the smooth and efficient running of the office.
* To participate in team meetings and other meetings as required

**Person Specification**

Criteria for the role are essential and will be assessed in the application and at interview.

**Experience**

* A commitment to the trade union movement and an understanding of how unions operate.
* Ability to identify the opportunities and challenges for trade unions and their members.
* Experience of working in a busy office environment, managing budgets, working to deadlines collectively and independently and maintaining effective working relationships.
* An excellent networker with the personal credibility to secure support for IER within the trade union movement, politics, academia, potential donors and the media.
* Experience of proofreading and producing high quality materials, with a keen eye for detail and a high level of accuracy.
* Experience of dealing with the media.
* Knowledge and understanding of, and the ability to work within, a complex political environment.

**Skills and Abilities**

* Excellent communication and influencing skills.
* Ability to draft short analyses and comment pieces for a range of audiences and formats.
* Ability to develop new projects and creatively respond to political and policy developments.
* Strong analytical skills, the ability to think and plan strategically, an understanding of policy debates and an ability to articulate a compelling alternative policy narrative.
* To identify opportunities to contribute to parliamentary inquiries, government reviews and other parts of the policymaking processes, to identify suitable drafting experts and to offer support with the production of submissions.

**Other**

* Broad interest and knowledge of UK politics and current public policy debates.
* Knowledge or proven interest in employment relations issues.
* A demonstrable commitment to equality, diversity and inclusion and to the aims and values of IER.
* Willingness and ability to undertake some travel across the country to attend evening and weekend meetings and events, with some overnight stays.
* Willingness and ability to work flexibly and outside normal office hours where necessary, especially during busy periods in the run-up to key events.

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**APPLICATION FORM**

**PRIVATE AND CONFIDENTIAL**

**POSITION APPLIED FOR: Director**

**LOCATION: Negotiable. Please specify your preference for Liverpool or London base.**

PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT OR HEARD OF THE VACANCY:

**PERSONAL DETAILS**

**1. SURNAME**

**2. FORENAMES**

**3. CONTACT DETAILS – ADDRESS**

**4. TELEPHONE NUMBERS**

(HOME) …………………………………….. (WORK)............................................….

(MOBILE) …………………………………...

Please indicate the number you would prefer to be contacted on.

**5. EMAIL ADDRESS**

**6. TWO REFEREES**

Please provide the name, address, contact number and email address of two referees. If you have been in employment please include your present or most recent

employer. Please state if you require notice before a reference is requested.

**1. 2.**

**7. ELIGIBILITY TO WORK IN THE UK**

If successful in your application, you will be asked to produce a document which

confirms your eligibility to work in the UK. Can you produce an original document

which shows:

* Your National Insurance Number (not a temporary number)
* Passport
* National Identity Card from a state in the European Economic Area Agreement
* Or any other document (eg a stamped passport) which states your eligibility to work in the UK

**YES/NO** (Please delete as appropriate)

**8. DATA PROTECTION**

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

**YES/NO** (Please delete as appropriate)

**9. DECLARATION**

I confirm that the information given in this form and in other documents provided

with my application is correct and any misleading or falsification of information

may be proper cause for rejection or, if employed, cause for dismissal.

 **SIGNED**...................................………. **DATED**................................................

**10. EDUCATION/TRAINING/QUALIFICATIONS**

**For internal use:**

**Candidate Number: ………………..**

**Date of Receipt of Application: …………………….**

Please give full particulars of education/training/qualifications.

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| --- | --- | --- |
| **Name of Institution**  | **Attendance Dates** | **Qualification Obtained** |
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**11. WORK EXPERIENCE/EMPLOYMENT HISTORY**

Starting with current/most recent please give full details of employment history, paid or unpaid, stating name and address of each employer/organisation, dates, position held, nature of duties and reason for leaving. Please include any voluntary or community work.

Please account for all gaps in employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer/****Organisation** | **Dates** | **Position Held** | **Nature of Duties** | **Reason for Leaving** |
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**12. EXPERIENCE RELEVANT TO POST**

With close reference to the Job Description, please use the Person Specification to give an account of experience, skills and training you have which meet the requirements of the post.

**13. ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION**

You may use this section for any general statement, comment or example of your work that you think is relevant to your application for this post.

Please return completed form by email to cad@ier.org.uk by **12 noon on Friday 1st October** 2021 with the subject heading Director.

**Equal Opportunities Monitoring Form**

**CONFIDENTIAL**

IER promotes equal opportunities and we welcome applications from all suitably qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

In order to monitor the effectiveness of our equal opportunities procedures, all applicants are asked to complete the following questions, although you are under no obligation to do so. **This form will be removed before your application is sent for short listing.**  All information will be treated in confidence and used only to provide statistics for monitoring purposes. Thank you for your assistance.

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| --- | --- |
| **Post title:** |  Director |
| **Location:** |  Liverpool – London (Please indicate which you prefer) |
| **Full name:** |   |
| **1. Gender:**MALE / FEMALE  |
| **2. Marital status:**MARRIED / SINGLE / OTHER |
| **3. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.)**YES / NO |
| **4. Do you have any disabilities?**YES / NO |
| **5. Ethnic origin**I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Irish |   |
| Other, please specify: |   |
| **B Mixed:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Other, please specify: |   |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Other, please specify: |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** |
| Caribbean |   |
| African |   |
| Other, please specify: |   |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** |
| Chinese |   |
| Other, please specify: |   |
| **6. Where did you see this post advertised?** |
|   |
| Data protection: Information from this application may be processed for purposes under the Data Protection Act 1998. Please indicate your consent to data supplied being used for the purpose of recruitment and selection by signing below.  |
| **Applicant's signature:** |   | **Date:** |   |