

Person Specification

Job Title:	General Secretary
Service Area/Team:	General Secretary
Grade:	General Secretary

The person specification outlines the main attributes needed to adequately perform the post specified.

Qualities and Attributes

This position calls for someone of great personal authority and leadership qualities.

The successful candidate will need to be able to command the respect of members, elected representatives and staff at all levels and have the ability to inspire them to give of the best in their endeavours for the Union.

The appointee will need to carry the potential of earning the respect of the outside world, in particular, government ministers, politicians, civil and other public servants associated with the education sector, together with the national media.

The person appointed will be a skilled and effective negotiator who can demonstrate energy, drive tenacity, resilience, and an excellent grasp of detail.

	Essential/ (Desirable)	How identified
Qualifications		
The person appointed must have a high level of education (i.e. Degree or equivalent)	Essential	Appropriate qualification to be verified at interview or from records.
Experience		
The person appointed must display qualities of excellent leadership, the ability to command the respect of, and manage, a wide variety of individuals and teams working in a wide variety of skills and business areas as a coherent whole, working effectively to meet the needs of the NASUWT.	Essential	Past employment activity record. Performance in related selection methods.
The person appointed will be required to demonstrate good working relationships with all stakeholders (e.g. employees, trade unions, members and other bodies).	Essential	
The person appointed must have sound political appreciation, analytical and strategic skills to be in a position to advise the National	Essential	

Officers and National Executive of developments and to give high quality advice on how the Union should respond to events and develop appropriate policy and strategy.		
The person appointed will need to have the ability to communicate effectively with all stakeholders including members, elected representatives other officials and external bodies	Essential	
The person appointed must have the ability to address a wide variety of meetings and conferences within and without the Union.	Essential	
The person appointed will need to be able to engage with all forms of media including national and social media, to maintain a highly visible and positive profile for the Union.	Essential	
The person appointed will need to be a skilled personnel manager and to have an empathetic understanding of, and commitment to, equality, diversity and inclusion.	Essential	
The person appointed will have experience of operational and strategic financial planning and budget management.	Essential	
The person appointed will demonstrate experience of teaching or work in the education sector.	Desirable	
Knowledge/Training		
The person appointed will be able to demonstrate a detailed knowledge and appreciation of a wide range of subjects relevant to NASUWT members, including:		Past training history from application form. Selection process by demonstration of ability to display knowledge and skills at the interview.
<ul style="list-style-type: none"> teachers' salaries, pensions and conditions of service; 	Essential	
<ul style="list-style-type: none"> the law and regulation as it applies to education, employment and trade unions generally; 	Essential	
<ul style="list-style-type: none"> equality, diversity and inclusion; 	Essential	

<ul style="list-style-type: none"> the wider trade union movement; 	Essential	
<ul style="list-style-type: none"> education service, policies and procedures in England, Wales, Scotland and Northern Ireland and other administrations in which the NASUWT organises; 	Desirable	
<ul style="list-style-type: none"> the internal democratic structures, training, membership services, administrative and financial operations of the NASUWT. 	Desirable	
Circumstances (Personal)		
The person appointed will be required to be highly adaptable and flexible, able to respond to and lead on situations that could arise at any time.	Essential	Ensure candidates are aware of these requirements from the job description and at interview.
The person appointed must be prepared to work evenings and weekends.	Essential	
The person appointed will be required to travel within the UK and occasionally worldwide.	Essential	
Practical and Intellectual Skills		
The person appointed will need to have a deep knowledge of, and empathy with, the ethos of the NASUWT as the teachers' union.	Essential	Performance in related selection process.
The person appointed must demonstrate appropriate IT skills.	Essential	
The person appointed will need to demonstrate the ability to communicate effectively in all areas both verbal and written.	Essential	
Commitment		
The person appointed must be committed to upholding and championing the values and philosophy of NASUWT The Teachers' Union	Essential	