

Post-16 Officer

Role Description

Role Purpose

The Post-16 Officer leads Dorset NEU's work with members in **post-16 settings outside the school sector**, including FE colleges, sixth-form colleges, UTCs, and specialist post-16 institutions. The role ensures that post-16 members' voices, working conditions, and professional concerns are represented within Dorset NEU, and supports stronger organising and engagement across the post-16 landscape.

Key Responsibilities

1. Representation of Post-16 Issues within Dorset NEU

- Act as Dorset NEU's lead representative for members working in **non-school post-16 environments**.
- Ensure post-16 concerns inform Dorset NEU discussions, planning, and campaigns.
- Highlight sector-specific challenges such as:
 - funding instability
 - workload intensification
 - insecure or casualised contracts
 - inspection pressures (e.g., Ofsted, quality frameworks)
 - restructuring or departmental reorganisation
- Ensure the diversity of Dorset's FE and post-16 provision is reflected in union strategy.

2. Communication & Engagement

- Build strong links with members and reps across FE colleges, sixth-form colleges, UTCs and independent post-16 providers.
- Share NEU national post-16 guidance, updates and resources.
- Encourage participation in NEU ballots, campaigns, CPD and conferences.
- Ensure post-16 members receive Dorset NEU updates and information relevant to their sector.

3. Recruitment & Organising in Post-16 Settings

- Assist recruitment efforts in post-16 workplaces, including new staff and early-career educators.
- Work with the District Secretary and regional organising team to identify workplaces with no rep or limited union structures.
- Support the development of strong workplace groups and collective organising around issues such as workload, pay, and job security.

4. Support for Workplace Reps

- Provide reps with relevant post-16 updates, industrial guidance and NEU resources.
- Encourage reps to take up NEU training on organising, negotiation and employment rights.
- Help strengthen local post-16 organisation and engagement.

5. Monitoring & Reporting

- Track local developments affecting post-16 staff, including employer policies, funding changes, redundancies or restructures.
- Provide updates at Dorset NEU meetings on sector trends, concerns and opportunities for action.
- Liaise with the Regional Office to ensure Dorset NEU is aligned with wider NEU post-16 campaigns.

6. Collaboration

- Work collaboratively with the Dorset NEU District Secretary, Membership Secretary, Equality Officer and Branch Secretaries.
- Engage with the Regional Post-16 Organiser and national NEU post-16 networks.
- Ensure post-16 members are included in Dorset NEU's wider equality, organising and campaigning work.

Skills & Attributes

- Understanding of post-16 education, funding and job roles (or willingness to learn).
- Strong communication and relationship-building skills.
- Ability to represent member concerns clearly and constructively.
- Organisational skills to track issues across varied institutions.
- Commitment to NEU values of fairness, equality and collective organisation.

Time Commitment

- Attendance at Dorset NEU meetings.
- Ongoing engagement with post-16 members and reps.
- Participation in NEU post-16 training, briefings and relevant regional/national events.