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**Education co-ordinator**

* To make sure all UNISON representatives and safety reps receive induction and refresher training
* To publicise the range of educational and training opportunities available to members and activists
* To encourage branch members and activists to make use of the UNISON open college courses, especially “Return to Learn” and “Women, work and society”
* To establish contact with the regional education officer/regional education committee
* To establish a plan of training for activists and to produce an annual budget to meet its costs
* To keep records of what training has been undertaken and by whom within the branch
* To assist in securing paid time off for training where appropriate.

**If you would like to take on any of the roles described above, please complete the enclosed nomination form.**