



Interim Deputy Director – Rep Support and Development

General Information

- Salary – Top of BALPA Pay Band 3 – spot salary of £79,875.
- Temporary contract – fixed term one year (cover for a period of special leave).
- Full time (35 hours per week).
- Location – BALPA, One Heathrow Boulevard, 286 Bath Road, West Drayton. BALPA's hybrid working policy applies to this role which allows working from home up to 3 days per week.
- Reports to the Director for Strategy and Reform.
- Other benefits include a defined contribution pension scheme and 30 days of annual leave (rising to 32 days after 5 years' service).

About BALPA

BALPA is the trade union and professional body representing pilots and helicopter crews in the UK. We have around 10,000 members and are recognised in around 20 companies.

BALPA is currently in a period of reform and improvement, working to modernise and put members at the front and centre of our union. When our General Secretary was elected in 2024 she recommended an independent review into BALPA's culture. The culture commission was published in 2025 and we are now in the process of implementing the recommendations from the review. It is an incredibly exciting time to join our team and play a leading role in developing our Association for the better.

BALPA represents members both individually and collectively with workplace issues ranging from individual advice on disciplinary and capability issues to collective industrial bargaining on pay, terms and conditions, to professional issues around flight safety, policy and regulation.

BALPA have a thriving network of pilot workplace representatives in our Company Councils and eleven flight safety and flight policy committees of members in addition to our small team of staff.

BALPA is affiliated to the Trades Union Congress (TUC); the International Transport Workers Federation (ITF), the European Cockpit Association (ECA); and the International Federation of Airline Pilots' Associations (IFALPA).

Job Description

Summary

BALPA's Interim Deputy Director – Rep Support and Development is a newly created role for BALPA as a one-year fixed term post to assist with the cover of the Director for Member Engagement's special leave.

The role will be responsible for refreshing our training, development and support for all BALPA representatives (including our Company Council representatives, flight safety committee members and our National Executive Council). This will include creating a development pathway for our representatives and integrating the recommendations from our independent culture commission.

The role will also lead several projects including the next steps of our subscription rate project and a review of our member benefits.

Everyone at BALPA is expected to demonstrate a willingness to learn, to develop and contribute to a positive culture that is open to new ideas and change and demonstrate an ability to work well with colleagues in a supportive and collaborative environment and contribute positively to good workplace culture.

Key Duties

Main responsibilities

- Lead the design and delivery of the BALPA Reps' education programme including developing curricula, coordinating educational activities and ensuring that the programmes are accessible, engaging and aligned with the changing needs of our members.
- Develop an education pathway for our representatives, including NEC, CC and flight safety representatives.
- Ensure that the recommendations from BALPA's independent Culture Commission is fully embedded in all our representative training.
- Lead a project on the development and ongoing enhancement of BALPA member benefits.
- Continue with an ongoing project into BALPA subscriptions.
- Work with the Director for Communications on a project to enhance our welcome and onboarding of new members.

Building Relationships and Managing People

- Assist the Director for Strategy and Reform, when appropriate, with the development of the team including Member Engagement Officers and Membership Secretaries.
- Develop and maintain good working relationships with external stakeholders.
- Develop and maintain good working relationships with Company Council representatives; NEC; and other pilot committee members.

Communications and Influence

- To chair training and meetings of BALPA representatives and staff.
- Write policy documents and content for publication to both internal and external audiences.

Working Practices and Working Culture

- Undertake general management duties as directed by the Director for Strategy and Reform with advice and guidance from HR such as performance management and other processes and sitting on interview panels.
- To build and maintain supportive and collaborative relationships with members of the Strategic Leadership Team (SLT), covering for annual leave as appropriate.
- To promote a positive and inclusive culture with a collaborative team which is open to new ideas and change.
- To deputise for the Director for Strategy and Reform as appropriate.
- To undertake any duties that are reasonably in scope of the role as directed by the Director for Strategy and Reform.

(Please note that this job description is not an exhaustive list of duties and may be reviewed from time to time).

Person Specification	Essential	Desirable
Knowledge and Experience		
Significant experience of union organising with proven successes.	x	
Significant experience of union learning and development, both representative training and professional development programmes.	x	
Knowledge of UK employment, equality and trade union legislation.	x	
Knowledge of the aviation industry.		x
Building Relationships and Managing People		
Strong interpersonal skills with the ability to communicate effectively with high levels of emotional intelligence.	x	
Ability to be calm under pressure, dealing with difficult situations showing both empathy and robustness with an ability to manage expectations.	x	
Ability to lead, manage, inspire and coach a team at different stages of development.	x	
Build and maintain excellent relationships with our stakeholders.	x	
Skills and Judgement		
Ability to develop strategy and provide strategic direction.	x	
Solution and outcome-focused with excellent analytical and problem-solving skills.	x	
Excellent judgement and decision-making skills.	x	
Communication and Influence		
Public speaking skills with experience of a range of different situations.	x	
Excellent communication skills, both written and verbal.	x	
Working Practices		
Ability to manage high work levels and meet competing demands while ensuring meeting key deadlines.	x	
Embrace change and contributes ideas and strategies to continuously improve the representation we give to our members.	x	
Excellent attention to detail with strong planning abilities.	x	
Understanding BALPA's strategies, policies and processes and ensure these are always followed.	x	
Willingness to travel as appropriate (including occasional travel abroad) with a full UK driving licence.	x	
Working Culture		
A willingness to learn, to develop and contribute to a positive culture that is open to new ideas and change.	x	
An ability to work well with colleagues in a supportive and collaborative environment and contribute positively to good workplace culture.	x	