



Scottish Trades Union Congress

The STUC -Scotland's Trade Union Centre- is seeking to recruit a full-time permanent Committee and Administrative Officer to join the Policy & Equalities Team.

Committee and Administrative Officer

Full Time: 34 Hours

Salary: £29006.35 – £30135.00 – £31842.11

The Committee and Administrative Officer is an essential position that facilitates the democratic structures of the STUC by providing administrative support to a range of STUC Equality Committees, in addition to any ad-hoc working groups or task forces that may be set up from time to time.

Organising meetings, conferences and other events and ensuring timeous production of supporting documentation are key features of this role.

The Committee and Administrative Officer will also support the delivery of STUC Annual Congress and contribute to the central administration function of the organisation.

Candidates must have a commitment to trade union values.

The STUC is due to move into a purpose-built trade union centre in Bridgeton in early 2022, but all staff are currently working from home.

The STUC strives to be a diverse and inclusive employer and we value diversity in our workforce ensuring that differences are recognised, appreciated, and respected.

We offer an excellent package of terms and conditions, including a defined benefit pension scheme, a wide range of family friendly policies such as support with childcare costs, and we will consider all flexible working proposals.

Recruitment packs can be obtained by request from

snelson-cruddas@stuc.org.uk or by downloading from the [STUC Website](#)

Please contact snelson-cruddas@stuc.org.uk for further information or to arrange an informal discussion about the job before submitting your application.

Closing Date for receipt of applications is midnight on 5th December 2021.

Interviews are likely to take place week beginning 13th December 2021.