

STUC Committee & Admin Officer Job Description & Person Specification

GENERAL

Annual Salary : £29006.35 – £30135.00 – £31842.11

Hours of Work : 34 hour week

Terms & Conditions : As per contract of employment

JOB OVERVIEW

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.

JOB DESCRIPTION

- To organise appropriate venues for meetings (both digital and in-person), taking cognisance of the needs of individual attendees.
- To produce and disseminate agendas, provide notification of meetings, and to take accurate minutes.
- To support the production of Committee Reports.
- To administer and distribute Committee correspondence and facilitate Committee written and verbal communication (both between members and with external stakeholders).
- To advise Committees as to any procedural issues affecting their operation – with reference to the relevant Committee Constitution/Guidance.
- To support the organisation and administration of the individual Committee Conferences and STUC Congress and other events as required.

- To liaise closely with the Deputy General Secretary: Policy, Political Liaison & Equalities and the Policy Officer - Equality to ensure the efficient and effective delivery of Equality Committee operations and individual Committee work plans.
- To work as part of an administrative team, supporting the work of colleagues, adopting a flexible approach to attendance at individual meetings, Conferences and Annual Congress and other events as required and to provide assistance with the general administration function of the organisation.
- To liaise with committee and sub-committee Chairs and members, General Council members, affiliates and external organisations and individuals.
- To update web page content using the STUC's Content Management System.
- To undertake such additional tasks assigned by the STUC senior management team commensurate to the role and that are relevant to the effective and efficient administration of the Committees, the STUC Annual Congress and other STUC events, as appropriate.

PERSON SPECIFICATION

Essential Criteria:

- Administrative experience and/or experience working with volunteers and committees.
- An understanding of equality issues.
- Effective communication skills, both written and oral, and the ability to establish and manage relationships with a wide range of stakeholders.
- Excellent IT skills, particularly relating to Microsoft Office 365
- Attention to detail and experience of working with complex documents.
- The ability to work under pressure and to tight deadlines.
- Good organisational and time management skills.
- Excellent interpersonal skills.
- The ability to work on own initiative.
- Honesty, reliability, and discretion.
- A commitment to the trade union movement and its values and an appreciation of the role of the STUC.

Desirable Criteria:

- Familiarity with social media platforms such as Twitter & Facebook.