

STUC Campaigns & Communications Officer (Unions Into Schools) Job Description & Person Specification

GENERAL

Annual Salary	:	£33,078.51 - £35,148.85 - £36,302.96 (pending on-going Job Evaluation)
Hours of Work	:	34-hour week
Terms & Conditions	:	As per contract of employment

JOB OVERVIEW

The Campaigns and Communications Officer (Unions Into Schools) will work within the STUC campaigns and communications team, and in a sub-team, supporting the delivery of the STUC's Union Into Schools programme as well as contributing to the overall delivery of key STUC campaigns and events.

JOB DESCRIPTION

- Working as part of the STUC Campaigns & Communications Team to assist in the delivery and promotion of the STUC's Union into Schools programme
- Contributing to the delivery of the overall STUC communication strategy.
- Liaising with individual schools and colleges to organise visits and identifying further opportunities to increase activity, including working to develop bespoke sessions to meet the particular needs of groups of students.
- Organising and supporting the delivery of training events for reps.
- Creating, further developing, and maintaining a range of digital resources to support the Union into Schools programme, including producing high quality video content, interactive materials, and promotional assets.
- Facilitating online STUC events using a range of platforms such as Zoom and MS Teams.

- Identifying opportunities to integrate STUC campaign priorities, including that of the STUC Equality Committees, into the Unions into Schools offer.
- Updating and the subsequent on-going management of the STUC website and developing new Unions into Schools sections.
- Managing Union into Schools socials and contributing to the on-going development of other STUC social feeds.
- Working with STUC affiliated teaching unions and other stakeholders to map Unions into Schools content to the current school/college curricula.
- Supporting the delivery of general STUC campaigns and events as and when required.
- Supporting the Unions into Schools programme at STUC Congress and STUC Equality Conferences, and any other events throughout the year as required.

PERSON SPECIFICATION

The following criteria are essential:

- Extensive experience of using design packages to create a variety of assets and resources.
- Extensive experience of filming and editing high quality video content.
- Experience of updating web content through content management systems.
- Experience of delivering and facilitating online events.
- The ability to promote campaigns through the advanced use of social media platforms.
- The ability to work with a range of organisations, such as STUC affiliates, schools, and colleges, to further the aims of the programme.
- An ability to manage and prioritise a complex workload effectively to tight deadlines.
- The ability to work as part of a team.
- A commitment to the values of the Trade Union Movement.

The following criteria are desirable:

- Experience of organising and/or delivering union learning.
- Knowledge of the Scottish education system.

- Knowledge of equality and human rights issues.
- Experience of developing accessible materials.
- An understanding of the principles of trade union organising.