

December 2021

Dear Applicant,

**Scottish Union Learning - Admin & Funding
Assistant 34 hours – £30,135
(Pending on-going Job Evaluation)
Fixed term to 31st March 2023**

Thank you for your interest in the above position.

Please find attached the following:

- Job Description and Person Specification
- Guidance Notes
- Application Form
- Equal Opportunities Monitoring Form

Completed applications should be emailed to Sherene Nelson-Cruddas, snelson@cruddas@stuc.org.uk to reach us no later than 5pm on Monday 17th January 2022. (Please use: Job Application -Admin & Funding Assistant-Confidential as the subject of your email)

Please note that only successfully shortlisted applicants will be invited to attend for interview and that interviews are likely to take place on Wednesday 9th February 2022.

We look forward to receiving your completed application.

Yours faithfully,

A handwritten signature in black ink that reads 'Sarah Wiktorski'.

Sarah Wiktorski

Director of Operations
Scottish Trades Union Congress