

## **Scottish Trades Union Congress Scottish Union Learning**

Scottish Union Learning (SUL), based within The STUC – Scotland’s Trade Union Centre – is seeking to recruit a full-time Admin & Funding Assistant.

### **SUL Admin & Funding Assistant 34 hours – £30,135 (Pending on-going Job Evaluation) Fixed term to 31<sup>st</sup> March 2023**

The Admin & Funding Assistant will provide administrative expertise and support within Scottish Union Learning.

The post-holder will work with the relevant Senior Development Officer(s), Funding Officer and other members of Scottish Union Learning to establish and maintain appropriate systems for the recording of financial, participant, and course delivery information relating to the SUL Learning Fund and other funding streams.

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.

Candidates **must** have a commitment to trade union values.

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. The STUC welcomes applications from all suitably qualified people and it aims to employ a diverse workforce.

The STUC is a “two-ticks” employer and all disabled applicants who meet the minimum criteria will be guaranteed an interview. 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](mailto:snelson-cruddas@stuc.org.uk) or by downloading from the [STUC website](#) (please note there may be a delay over the festive period.)

**Closing date for receipt of applications is 5pm on Monday 17th January 2022.  
Interviews are likely to take place on Wednesday 9th February 2022.**