

Information Officer Scottish Union Learning

Job Description & Person Specification

GENERAL

Annual Salary	:	£24,816 (pending on-going Job Evaluation)
Hours of Work	:	28 hours per week
Terms & Conditions	:	Fixed term until 31 st March 2023

JOB OVERVIEW

The Information Officer will develop and support information management systems within Scottish Union Learning and ensure the output of information through internal and external communication channels. The post-holder will also provide specific support to the SUL Fair Work Programme. This post will be key to supporting and promoting all SUL activity throughout Scotland.

JOB DESCRIPTION

- Information gathering, data analysis and preparation of reports on a range of SUL activity, including Development Fund projects, Learning Fund, Fair Work: Leadership and Equality Programme, Digital Unions, and Everyday Skills.
- Presentation of statistical data, reports, and evaluations for the STUC, SUL Board, Scottish Government and key SUL partners.
- Co-ordination and dissemination of the SUL Annual Report
- Provision of support in the development of new online processes and a new SUL database.
- Appropriate maintenance and storage of electronic files, spreadsheets and distribution lists.
- Provision of specific support to the Fair Work: Leadership and Equality Programme.
- Regularly developing and updating content for SUL website.

- Promotion of SUL activity through SUL website, appropriate Social Media channels, and STUC, SUL, and union networks.
- Provision of assistance with the organisation of SUL meetings, conferences, events and webinars.
- Provision of relevant support to assist the work of SUL, including preparation of minutes and papers for meetings, and recording and coding of invoices.
- Any other duties appropriate to the post as may be determined by the Director of Scottish Union Learning.

PERSON SPECIFICATION

The following criteria are essential:

- Educated to SCQF level 6 and/or relevant experience.
- Ability to work on own initiative, requiring minimal supervision.
- Ability to communicate effectively with a range of organisations and individuals.
- Strong interpersonal skills and commitment to team working.
- Proven experience of data collection and analysis for evaluation and reporting purposes.
- Knowledge of data collection requirements and regulations, including GDPR.
- Highly developed IT, data entry, and administrative skills.
- Ability to develop and update content for SUL website.
- Ability to promote SUL activity through SUL website, appropriate Social Media channels, and STUC, SUL, and union networks.
- Experience of organising meetings, conferences, events and webinars.
- Ability to support the Project Officer responsible for the Fair Work: Leadership and Equality Programme in all administrative and financial aspects.
- Ability to prepare and process relevant costings, financial returns, and invoices.
- Commitment to the Trade Union movement and appreciation of the role of the STUC and value of adult learning and skills.