**SCOTTISH TRADES UNION CONGRESS**

**CAMPAIGNS AND COMMUNICATIONS OFFICER**

**Job Description**

Key tasks and responsibilities will include:-

* Working as part of the STUC Campaigns, Events and Communications Team to assist in the organisation and promotion of key STUC campaigns and events
* Monitoring the media and proactively disseminating information to other Congress staff and STUC affiliates
* Identifying appropriate media and campaign opportunities to other Congress staff and STUC affiliates
* Fielding media enquiries, drafting, issuing and sending out press releases and organising press conferences and media events
* Using media, website and social media platforms to promote the policies and campaigns of the STUC and its affiliates
* Updating the STUC's websites
* Assisting in the preparation and delivery of an annual media and social media plan
* Providing media support for the Annual Congress and attending Congress as required
* Providing media and campaign support for STUC Equality Committees and Conferences and attending Committee meetings and Conferences as required
* Contributing to the STUC blog
* Supporting the work of the STUC Organising Group and contributing to the production and delivery of an annual STUC organising plan
* Providing support for the STUC’s Union Modernisation Fund(UMF) including supporting the development of bids by unions and the preparation of information for the UMF Board
* Contributing to the development and promotion of STUC policy on employment protection issues