

November 2021

Dear Applicant,

STUC – Committee & Admin Officer

**Salary: £29006.35 – £30135.00 – £31842.11
(plus defined benefit pension scheme)**

Thank you for your interest in the above position.

Please find attached the following:

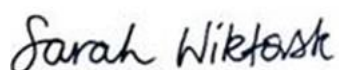
- Job Description and Person Specification
- Guidance Notes
- Application Form
- Equal Opportunities Monitoring Form

Completed applications should be emailed to Sherene Nelson-Cruddas, Secretary to the General Secretary/Executive Assistant, snelson-cruddas@stuc.org.uk to reach us **no later than Midnight on Sunday 5th December 2021**. (Please use: **Job Application – Committee & Administrative Officer - 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 the week beginning 13th December 2021.

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