

SCOTTISH TRADES UNION CONGRESS FAIR WORK OFFICER

(externally funded until 31st March 2025 with possible extension)

JOB OVERVIEW

The Fair Work Officers will work closely together, supported by the wider STUC Policy & Campaigns team, to assist in the development and promotion of STUC Congress policy on Fair Work, the promotion of Fair Work to trade unions, and the delivery of support and capacity building for unions, using the Fair Work Framework and associated Scottish Government initiatives.

SALARY

Grade 3

Year 1: £43,005

Year 2: £44,080

Year 3: £45,182

LINE MANAGEMENT

The Fair Work Officer roles will sit within the STUC Policy & Campaigns team and report to the STUC Deputy General Secretary.

JOB DESCRIPTION

Key tasks and responsibilities will include:

Develop and deliver Fair Work training resources and sessions for union officers and reps. Organising joint union events to share best practice on Fair Work and, where appropriate joint union/community events.

Support trade unions to increase leadership diversity and capacity through Fair Work, Equalities and Leadership projects.

Support union organising efforts linked to the negotiation of Workplace Fair Work Agreements and Statements required through Fair Work First.

Map developments and trends on Fair Work in key sectors including public, private and third sectors.

Create briefings and resources to aid union officers and reps in delivering Fair Work.

Co-ordinate and develop the National Equality Reps Network providing relevant training and information sessions.

Where relevant, work in partnership with employers and unions to support the delivery of Fair Work

Prepare draft submissions to policy consultations by Government and other bodies

Preparing briefings to support STUC representatives undertaking media appearances relating to Fair Work, meetings with Ministers and politicians, evidence sessions with Parliamentary Committees, etc.

PERSON SPECIFICATION

The following criteria are essential:

Knowledge of the Scottish economy, employment matters and equalities issues.

Good understanding of decision-making processes at all levels of government and within the trade union movement.

Understanding and experience of trade union organising principles and practices.

Experience of working with a range of organisations and external stakeholders including political representatives.

Experience of developing training materials and resources, and delivering learning events and activities.

Experience of preparing a range of written information including briefings, speeches, policy papers, and reports and presenting complex issues both in writing and in person.

Experience of managing and prioritising a complex workload effectively to tight deadlines.

The ability to work as part of a team.

A commitment to the values of the labour and trade union movement.

The following criteria are desirable:

Knowledge of the Fair Work Framework and associated Government initiatives.

Experience in undertaking research.

Experience of supporting media related work, such as writing press releases.

Experience of evaluating and monitoring project outcomes.
