



SCOTTISH TRADES UNION CONGRESS

FUNDING OFFICER: SCOTTISH UNION LEARNING

(Part-time: 21 hours per week)

JOB OVERVIEW

The Funding Officer will play a key role within Scottish Union Learning (SUL), with responsibility for supporting the delivery of union-led learning and skills for workers across Scotland. The post-holder will work closely with colleagues, trade unions, and learning providers, to ensure that workers benefit from a range of relevant work-based learning and skills opportunities.

JOB DESCRIPTION

Key tasks and responsibilities will include:

- Providing support to SUL colleagues in administering funding for the delivery of a range of work-based learning courses.
- Liaising with colleagues, trade unions, and learning providers on a regular basis to arrange course delivery.
- Maintaining a robust monitoring and reporting process that will satisfy the requirements of the SUL Board and funders. This includes operation of a new Management Information System.
- Providing advice and guidance to learning providers on SUL processes and requirements for course delivery.
- Processing course applications, learner data, course evaluations, and invoices.
- Preparing reports for SUL colleagues, SUL Board, and unions.
- Working with colleagues to support SUL conferences and events.
- Contributing to the development and delivery of learning provider events as required.
- Preparation of minutes and papers for meetings as required.
- 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 (Scottish Higher Grade) or equivalent.
- Ability to communicate effectively with a range of organisations and individuals.
- Good interpersonal skills and commitment to team working.
- Ability to work on own initiative, requiring minimal supervision.
- Competent in processing financial/numerical information.
- A good working knowledge of Microsoft Office.
- Ability to learn new systems, e.g. information management
- Commitment to the trade union movement and appreciation of the role of the STUC and value of union-led learning.
- An interest in adult learning and/or work-based learning and skills.

The following criteria are desirable:

- Experience of operating Management Information Systems.
 - Experience of working with colleges and other learning providers.
 - An understanding of public funding processes.
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SALARY

Grade 2:

Year 1: £41,372 (£25,553 pro-rata)

Year 2: £42,406 (£26,191 pro-rata)

Year 3: £43,466 (£26,846 pro-rata)