**Job description**

Key responsibilities

* Develop new strategies and projects to increase knowledge and understanding of Humanism in Scotland.
* Plan and implement Humanist Society Scotland media strategy, with defined objectives and measurable outcomes.
* Supervise the production of campaigns and news content for all communication channels, including website, social media, magazine and emails.
* Contribute to the production of content as required.
* Identify, plan and deliver effective online and offline campaigns that contribute to our strategic goals and objectives.
* Further our campaign priorities through effective influencing and mobilising supporter base.
* Act as the main point of contact for members of the media and other external stakeholders.
* Monitor the external policy environment in order to identify potential opportunities for Humanist Society Scotland to influence the public debate in Scotland in line with our campaign objectives.
* Represent Humanist Society Scotland externally, as requested, including at governmental meetings, inter-agency meetings, public talks and local group events.
* Support the fundraising efforts in the development of campaign-related fundraising content.

**Person specification**

Essential:

* Minimum of two years of professional experience in communication, campaign or policy role.
* Experience of public awareness campaigning.
* Ability to design communications that will recruit, engage and motivate supporters.
* Experience of working with the media.
* Excellent communication skills – both written and verbal.
* Ability to represent Humanist Society Scotland at meetings, with the media and at supporter events.
* Ability to work flexibly and independently in response to rapidly changing external events.
* Strong analytical skills.
* Strong planning and strategy skills.
* Experience of project management.
* Strong computer, web and social media skills.
* Interest in Humanism.
* Strong knowledge of the Scottish political landscape.

Desirable:

* Experience of developing and implementing media strategy.
* Experience of parliamentary engagement in Scotland.
* Experience of managing budgets.
* Experience of fundraising.
* Experience of working in the charitable sector.
* Experience of using a CRM system.
* Relevant degree or professional accreditation/qualification.