

# Amnesty International UK



<b>JOB TITLE</b>	Communications and Events Assistant
<b>TEAM</b>	Nations and Regions
<b>DEPARTMENT</b>	CEO
<b>REPORTS TO</b>	Human Rights Consortium Scotland Coordinator
<b>RESPONSIBLE FOR</b>	Volunteers
<b>SCALE</b>	3
<b>HOURS PER WEEK</b>	28 hours, Fixed Term for 12 months

The Human Rights Consortium Scotland is currently hosted by Amnesty International's Scotland Office, but plans to become an independent charity by Summer 2020. Therefore, this post will initially be employed by Amnesty International, before moving across to employment by Human Rights Consortium Scotland – the Consortium will continue to be based within the Amnesty International office in Edinburgh.

## **OVERALL PURPOSE OF THE JOB**

The Human Rights Consortium Scotland (the Consortium) is Scotland's civil society network to promote and protect human rights. We work to enable a strong collective civil society voice on human rights, and to ensure that organisations have the information and understanding that they need to protect human rights throughout their work. Our members include civil society organisations from across Scotland, working on a wide range of issues but all with a shared concern to see human rights realised in Scotland. We also have a large number of individual supporters.

The Consortium is at an important point in its development – we will become an independent charity from early 2020, and have strategic plans to grow our voice, reputation, membership and impact. The Communications and Events Assistant is a pivotal role for enabling this to happen well, ensuring that we communicate effectively with our members and stakeholders throughout.

This role will be crucial for enabling the Consortium to develop our communications, including websites, ebulletins, social media and publications.

The Consortium regularly organises civil society meetings and events. This is part of our core work to facilitate our members around human rights, as well as part of specific project work. For example, we have major projects on the impacts of Brexit and on enabling the voice of migrants to be heard within human rights developments. This role will provide essential event planning and delivery support to ensure that these events successfully meet their purpose.

Working within a very small team but with a wide range of stakeholders and partners across civil society, the role will also be crucial for enabling the Consortium to form and maintain positive relationships, to reach new audiences, to be a valuable resource for civil society and to champion human rights across Scotland.

## **MAIN RESPONSIBILITIES**

### Events

- Support the delivery of large-scale events and conferences, such as receptions in the Scottish Parliament and national civil society-focused conferences, including venues, catering, volunteer management, publicising, and producing conference reports.
- Contribute to the organisation and running of smaller meetings or roundtables, including organising venues, note-taking and catering
- Play a key role in ensuring the accessibility of events to all participants, organising additional assistance as required and organising reimbursement of travel and childcare costs
- Contribute to good administrative and financial support for events, recording expenditure and income efficiently, and managing event registration processes.

### Communications

- Contribute to the development and delivery of a communications strategy for the Consortium, including increasing and developing the Consortium social media presence
- Collate materials and draft content for regular ebulletins
- Managing processes to administer ebulletin subscribers and new Consortium members
- In discussion with the Coordinator, develop systems and strategies to ensure that the ebulletin is of maximum accessibility and value for civil society stakeholders
- Play a key role in collating materials and news items, developing new pages, drafting content and organising updates for Consortium and project websites
- Provide an efficient, professional and personal point of contact for all stakeholders and Consortium members, responding to enquiries or signposting as appropriate
- Contribute to the efficient and effective dissemination of Consortium information, reports and resources

### Administrative/Operational Processes

- Process expenses and contribute to Consortium financial management, grant reporting and budgetary processes
- Contribute to the development of new financial processes and checks as the Consortium moves towards independence
- Manage and service meeting arrangements for the Consortium Board including room bookings, a/v and IT set up, agenda collation and circulation, and minute taking as required. Arrange and co-ordinate any travel requirements for both staff and Board members.
- Collaborate with colleagues to implement, develop or change data management processes in line with data protection and safeguarding requirements

### Volunteers

- Induct, recruit and manage volunteers, in liaison with Amnesty International Scotland office staff
- Manage the health and safety of volunteers, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision.

#### General

- Work collaboratively and positively with staff based in the Amnesty International Scotland Office.
- Deliver all aspects of this job description in accordance with both Amnesty International and the Consortium's Equality and Diversity Policies.
- Ensure all events/projects are carried out according to legal requirements specifically including Health and Safety requirements, data protection requirements and in accordance with both Amnesty International and Consortium policies. Take responsibility for own health, safety and welfare, comply with Amnesty International and Consortium H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- Undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.

**PERSON SPECIFICATION**  
**Communications and Events Assistant**

<b>ESSENTIAL CRITERIA</b>	
<b>Experience</b>	Demonstrable experience of administrative work, and using and developing administrative systems
	Demonstrable experience of organising and servicing meetings or events, including minuting, facilities and registrations
<b>Skills and Knowledge</b>	Ability to work unsupervised and use initiative.
	Ability to multi-task and coordinate work relating to a number of simultaneous projects.
	Ability to communicate effectively, orally and in writing
	Ability to manage day-to-day expenditure and financial recording
	Ability to research, problem solve and present suitable solutions to problems, responding flexibly and positively to challenges.
	Accuracy and attention to detail
	Ability to work in a collaborative way with colleagues and stakeholders, and to contribute to a positive team and office culture
	Excellent organisational and administrative skills
	Understanding of digital communications and social media
	Advanced Microsoft Office Skills including Word and Excel
<b>General</b>	Ability to work as part of a small team in line with organisation aims and objectives
	Ability to work outside of normal business hours on occasion.
	Understanding of and commitment to the aims and objectives of Amnesty International and Human Rights Consortium Scotland
	Understanding of and commitment to equality and diversity
<b>DESIRABLE CRITERIA</b>	
<b>Experience</b>	Experience of working in a civil society organisation or network
	Large or complex event management experience
	Experience of writing web-copy
<b>Skills and Knowledge</b>	Working knowledge of Wordpress web editing