

## JOB DESCRIPTION

Role	Volunteer, Schools & Communications Co-ordinator
Location	Isle of Coll
Reports to	Head of Volunteer & Schools Engagement
Salary	Up to £23,000 pa

### Purpose of the role

As part of the Volunteer & Schools Engagement team, you will promote Project Trust's work by engaging with external audiences. This will be through both the provision of planned communications activity and through the recruitment of Volunteer candidates from schools.

### Summary of main responsibilities

- Lead the delivery and implementation of the communications strategy and calendar
- Generate, co-ordinate, and support colleagues to produce high quality, impactful content for segmented audiences across relevant digital and off-line channels
- Monitor and evaluate Project Trust's external communications
- Work with the Senior IT Support Officer to oversee, plan, develop and update website content
- Work with colleagues internally to help develop partnerships with key stakeholders (including press and PR contacts) locally, regionally and nationally – underpinned by maintenance of a contacts database
- Contribute to the development and implementation of Project Trust's recruitment strategy
- Recruit Volunteer candidates through delivery of inspiring presentations in schools and youth organisations
- Represent Project Trust at career and recruitment fairs
- Develop relationships with partnership organisations within the education and youth sectors
- Support and co-ordinate Returned Volunteers in the delivery of school talks
- Participate in the selection, training and debriefing of Volunteers
- Administrative tasks associated with all of the above
- Within the job holder's skills and abilities, support the Head of Volunteer & Schools Engagement, Head of Marketing, Recruitment & Communications and CEO as required in other tasks or activities which contribute to the achievement of Project Trust's objectives and its development

## **Person Specification**

### **Essential**

- Commitment to Project Trust's purpose, approach and ethos
- Recognised qualification or demonstrable equivalent experience in the execution of marketing and communications plans
- Ability to produce and edit video content
- Understanding of the role of social media in engaging different audiences
- Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences
- Proven ability to deliver presentations to a range of stakeholders, including young people, with an ability to motivate and inspire others
- Experience of working effectively with and developing young people in a variety of settings, eg schools, youth and community groups
- Excellent planning and organisational skills, with the ability to prioritise workload
- Ability to work autonomously on own initiative both reactively and pro-actively, as well as part of a multi-disciplinary team
- Excellent customer service skills, with a commitment to providing an outstanding service to Volunteers and third parties
- Good judgement and decision-making skills with the ability to work under pressure
- Working knowledge of Microsoft packages and a variety of social media platforms
- Ability to travel within the UK
- Willingness to undertake work outside standard office hours
- A full clean driving licence
- The right to work in the UK

### **Desirable**

- Experience of Final Cut Pro, iMovie, or Adobe Premiere as well as Adobe Photoshop and/or Illustrator
- Experience in managing relations with the media, including writing press releases
- Experience of working and/or living in an overseas environment
- Knowledge and understanding of the voluntary and charitable sector
- Experience of running small projects

### **Conditions of Service**

The appointment will be made subject to Project Trust's detailed terms and conditions of employment. Candidates should be aware that:

- The post holder will be required to obtain an enhanced Disclosure Scotland check (PVG)
- Any offer of appointment will be made subject to the receipt of satisfactory references

### **To apply**

Completed application forms, together with an equal opportunities form and self declaration form, should be returned to [jil.mcmeekin@projecttrust.org.uk](mailto:jil.mcmeekin@projecttrust.org.uk) by midnight on Sunday 29 March 2020, with 'VaSE & Communications Co-ordinator Application' in the email subject line.

First round web-conferencing interviews will take place in the week beginning 6 April 2020 followed by final interview of shortlisted candidates on the Isle of Coll thereafter. The start date will be as soon as possible but no later than mid-May 2020.

*Project Trust recognises the positive value of diversity and we welcome applications from people of all backgrounds.*