

Project Assistant

About Scotland's International Development Alliance

With more than one hundred and fifty member organisations and fifty individual members, Scotland's International Development Alliance is the membership body for everyone committed to creating a fairer world, free from poverty, injustice and environmental threats. Our work facilitates connections across the international development sector to improve impact and effectiveness. Our network has a uniquely global reach, with members working in more than 140 countries with a wide range of specialisms. We exist to improve the capacity, influence and effectiveness of the sector in Scotland through providing opportunities for networking, debate, training and promotion of good practice. We help members share their skills and learn from each other's best practice to boost effectiveness across the sector.

Job Description

Line manager:	Effectiveness & Learning Advisor
Hours:	35 hours per week
Salary:	£18,378 per annum
Location:	Office based in Edinburgh
Contract:	Fixed term contract to 30 June 2022, extension dependent on funding.

Purpose of Job

To support Scotland's International Development Alliance in the delivery of capacity building activities for small, civil society organisations across Scotland and assist with the delivery of a DFID funded grant. To strategically support the Alliance's digital communication with member organisations, to administer various online and in person training events and to assist in the collection of reporting data for the purposes of monitoring and evaluation.

Responsibilities

Events Organisation:

- Support the organisation, logistics and administration of Alliance events and training programmes; including but not limited to training workshops, webinars, online training, working groups, the AGM and the Annual Conference,
- Provide support to the Effectiveness and Learning team including researching venues, promoting events on the Alliance website and across social media, communicating with

attendees, procuring supplies, organising catering, booking travel and assisting with logistics, event photography or digital facilitation on the day during events;

- Assist with the documentation and reporting for both online and physical training and events.

Communication:

- Assist in the moderation, promotion and development of the Alliance's new online forum;
- Support members in optimising the possibilities for collaboration and networking and finding funding opportunities offered to them through the Alliance website;
- Support the Effectiveness & Learning Advisor in the development of new and accessible resources for web-based information sharing and collaboration;
- Support production of the monthly newsletter and co-ordinate the content for the mid-month bulletin;
- Work towards the Alliance's communications strategy and within the branding guidelines to schedule social media activity that promotes the work of members, engages the public and raises awareness of the Alliance's services across the sector;
- Create bespoke images within a basic graphic design software and source stock images,
- Film multimedia video to post across social media channels and edit recordings from events;
- Provide social media support before and during Alliance events, capturing photographs, video content and live tweeting;
- Support development of reporting systems for The Alliance's social media platforms.

Reporting and Administration:

- Assist with the administration and maintenance of Alliance information databases for the purposes of monitoring and evaluation;
- Assist with maintenance of Customer Relations Management database;
- Assist with responding to enquiries from members, key stakeholders and general public.
- Assist with tasks as required and commensurate with the role

Person Specification

Please explain how you meet the following criteria in your application.

Knowledge & Experience	Essential	Desirable
Educated to degree level or appropriate equivalent	<input type="checkbox"/>	
Knowledge of international development and / or a demonstrated interest in international development		<input type="checkbox"/>
Experience in production of appropriate text and multimedia content for various social media channels, including Twitter, Facebook, LinkedIn, Instagram and YouTube;	<input type="checkbox"/>	
Experience in use of content calendars and analytics to inform social media scheduling using content management platforms, preferably familiar with Hootsuite.	<input type="checkbox"/>	
Familiarity with strategic and GDPR compliant email marketing software, preferably Campaign Monitor.		<input type="checkbox"/>
Familiarity with maintenance of responses and collection of feedback within survey software, preferably Survey Monkey.	<input type="checkbox"/>	
Familiarity with web publishing platforms and the particularities of writing accessible web copy.		<input type="checkbox"/>
Familiarity with online training and webinar software, ideally Zoom.		<input type="checkbox"/>
Familiarity with free graphic design and video editing tools as well as an appreciation of copyright restrictions on multimedia material.		<input type="checkbox"/>
Experience of working or volunteering in a charity		<input type="checkbox"/>
Knowledge of international development and / or a demonstrated interest in international development		<input type="checkbox"/>
Experience of organising events		<input type="checkbox"/>
Skills		
Strong attention to detail especially around data entry to databases and producing web/social media copy.	<input type="checkbox"/>	

Ability to multi-task and methodically prioritise multiple tasks in the preparation for, delivery of and follow-up from events.	<input type="checkbox"/>	
Good IT literacy and competency using the full Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Sharepoint, Skype for Business.	<input type="checkbox"/>	
Personal Attributes		
Ability to work effectively within a small, busy team to meet wider overarching organisational and project strategies.	<input type="checkbox"/>	
Ability to work to deadlines	<input type="checkbox"/>	
Understanding and sensitivity to cross-cultural communication.	<input type="checkbox"/>	
Enthusiastic and self-motivated	<input type="checkbox"/>	

Applications

To apply, please complete the Application Form and return it by email to recruitment@intdevalliance.scot

CVs will not be accepted. All applicants will be asked to provide evidence of their right to work in the UK.

We are an equal opportunities employer. Office hours are 9am – 5pm, with some flexibility to fit part-time hours around other commitments of post-holder.

Closing date: Friday 12 June 2020 at 5pm

Interviews will be held on Monday 29th June 2020 – Interview will either be remote by Zoom or telephone or in person at our address below but we will confirm this ahead of time.

Scotland's International Development Alliance
5 – 7 Montgomery Street Lane,
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EH7 5JT

www.intdevalliance.scot

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