

Part 1: JOB DESCRIPTION

JOB TITLE: Influencing Assistant - Scotland

DEPARTMENT: Scotland office

LOCATION: Central Edinburgh

1. POSITION IN ORGANISATION

- Reports into: Executive Director for Scotland
 - Line Manages: This role doesn't have line management responsibility
 - Contacts which the post holder has within and outside the organisation: All levels internally with staff and volunteers, especially the Scotland Media and Policy Officer, Regional Director for Scotland, Scotland Trustee and external affairs staff in England, Wales and Ireland. Externally with civil servants, partner organisations, contractors and media outlets.
-

2. MAIN PURPOSE OF JOB

- To support a step change in Samaritans' public-facing activity in Scotland aimed at ensuring fewer people die by suicide.
 - To support Samaritans' influencing work across our external channels and our large volunteer base in Scotland
 - To support the efficient and effective running of the Scotland office
-

3. KEY RESPONSIBILITIES

Supporting development of our public-facing impact and reach

- Supporting the development of our digital engagement in Scotland, including support to build our social media profile and website content and to establish remote consultation tools with volunteers and partners
- Assisting in developing and maintaining our Scottish activity planner, including liaising with volunteers and colleagues across nations to keep this up-to-date.
- Scanning websites and other information sources for opportunities to promote Samaritans' work, and communicate our priorities, in Scotland
- Supporting our effective engagement with print and broadcast media in Scotland
- Supporting the development of public-facing materials in Scotland
- Assisting in the development of campaigns and the gathering of real stories
- Supporting in-nation communication and activity with Scottish branches

Supporting our work with key influencers

- Supporting the collection of data and information to support our policy activity in Scotland
- Maintaining an accurate contacts database of influencing partners in Scotland and supporting communications with them

- Arranging meetings and events, such as focus groups and seminars
- Supporting Samaritans' staff and volunteers to attend national meetings, events and conferences in Scotland

Supporting the effective work of the Scotland office

- Gathering data on Samaritan's in-nation activity and impact. Then, supporting the reporting of this, both internally and externally
- Providing support to the Executive Director in her day to day activities
- Assisting in effective management of the Scotland budget and office
- Providing secretariat support to the Scotland Board and other key internal groups in Scotland
- Engaging with discussions across all nations on influencing priorities

Part 2: PERSON SPECIFICATION

4. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Experience of using social media effectively
- Skills in using the internet to source authoritative data / information
- Knowledge and understanding of the Scottish policy, political and/or media landscape
- Experience of working / volunteering in media relations / policy / campaigning
- Excellent written and verbal communication skills
- Excellent organisational and time management skills; ability to prioritise tasks and competing timeframes
- Strong numeracy skills
- Experience of setting up meetings / events
- Excellent Microsoft competency, including Word, Excel, Outlook and PowerPoint.

Desirable

- Knowledge and understanding of suicide prevention and / or mental health policy
- Experience of working with volunteers
- Experience of being involved in design of materials (digital or print)
- Experience in handling quantitative and/or qualitative data
- Experience in supporting engagement/ consultation with stakeholders
- Experience of taking minutes

5. QUALIFICATIONS

- Educated to degree level or equivalent is preferable but equivalent experience will be considered.

6. PERSONAL ATTRIBUTES

- An enthusiastic and proactive team member
- A commitment to having an impact on positive social change
- Ability to view change positively and problem solve in a creative and positive way
- Ability to represent the organisation externally in a professional manner
- Commitment to the aims of Samaritans and the ability to appreciate and work within Samaritans volunteer-led environment
- Emotionally resilient to sensitive information
- A commitment to ongoing development
- Willing and able to travel occasionally and attend occasional evening and weekend meetings

Signed by employee: _____

Date: _____

LAST UPDATED: May 2020