

Job Description	<h2>Communications (& Policy) Manager</h2>
About the role	<p>SDSS champions local Independent Support organisations who provide quality advice and support on Self-directed Support. We campaign for true SDS implementation when it comes to social care delivery throughout Scotland. We have a rapidly growing membership of independent and disabled people’s organisations and we aim to support their growth and widen their influence and value in improving social care outcomes for disabled people and social care users.</p> <p>Our focus in recruitment is to find the <i>right people</i> first, and look at how the team can be built around the skills and experience of those who have passion and connection to user lead organisations, issues in social care or the liberating ethos of the social model of disability.</p> <p>All applicants will have confidence in contributing to and delivering our communication strategy across a wide range of events and media, including accessible formats and know how to articulate complex issues and positively engage our member organisations.</p> <p>To attract maximum remuneration and hours our Communications Lead might also have experience in policy work and understanding of Scottish social care reform with the potential to direct SDSS in its strategy and delivery and represent SDSS confidently in these areas.</p> <p>Applicants are encouraged to say how the role could be adapted to meet their skills and needs.</p>
Benefits & Outline Terms	<p>£24,500 – £31,500 pro rata</p> <p>21 – 35 hours (pro rata based on 35 hrs FT)</p> <p>Seven weeks annual leave including public holidays</p> <p>Contributory pension scheme, 6% employer contribution</p> <p>Occasional weekend and evening work may be required.</p> <p>Fixed term to 30th June 2021 with a view to establishing the post subject to next funding cycle and strategic aims</p> <p>SDSS is an equal opportunities employer and applications from disabled people are particularly welcome.</p>



Location	Edinburgh – occasional overnight national travel
Reports to	Chief Executive
Reports	Currently no direct reports
Responsible for	<ul style="list-style-type: none"> • Media & Comms • Internal Comms & Engagement • Events • (Policy & Public Affairs) – see purpose
Job Purpose	<p>Planning and implementation of SDSS external communications and to undertake their delivery.</p> <p>Lead on media management and internal communications/engagement.</p> <p>Coordinate the design and delivery of events and external/online inputs.</p> <p><i>As we are recruiting a team, skills and experience on policy leadership below will be considered, applications with or without are equally encouraged.</i></p> <p>Lead a strategic, integrated and proactive approach to all policy and communications activities</p>
Key Targets	<p>Information and Media</p> <ul style="list-style-type: none"> • Ensure the SDSS website remains an effective communication/resource tool for members and professional bodies • To maintain and develop on-line and digital media activity including the SDSS website, Facebook and Twitter accounts. • To maintain and develop SDSS’ online searchable database of local SDS Information and Support Organisations • To lead on production of SDSS publications and promotional materials, including information leaflets and compiling e-newsletters and bulletins. • To ensure all activities comply with SDSS brand identity guidelines • To liaise with the media over the work of SDSS, issuing press releases and actively seeking out opportunities for positive press coverage <p>Events</p> <ul style="list-style-type: none"> • To organise the annual general meeting and SDSS national events, with support from the Operations Manager.



	<ul style="list-style-type: none"> To help develop, attend and document a regular events programme, to promote SDS, SDSS, and its members <p>Candidates who have skills and experience in the following are invited</p> <ul style="list-style-type: none"> Nurture relationships with local authorities, NHS and other relevant agencies to help SDSS develop partnerships and that will have maximum, positive impact on issues relating to SDS. Ensure that SDSS interests are represented at key stages of policy and legislative development by, for example: <ul style="list-style-type: none"> Analysing policy documents Developing co-ordinated responses across the SDSS membership to Scottish Government (and other) consultations. Be a powerful advocate for the objectives of SDSS within the field of disability, the local authorities, and for and on behalf of member organisations. Promote and package SDSS services for potential sale to stakeholders.
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<h2>Experience</h2> Key Indicator - *if including policy component	Essential/ Desirable	Assessment
A proven track record of success in a communications role within an organisation or project of comparable scope and complexity.	E	Application/ Interview
A proven track record of success in a policy role within an organisation or project of comparable scope and complexity.*	E	Application/ Interview
A high degree of political and Scottish public policy awareness, including adult social care reform.*	E* D	Application/ Interview
Experience of multi-agency and partnership working with senior level staff in the public and voluntary sectors.	E	Application/ Interview
Experience in developing communication strategies.	E	Application/ Interview
Policy work experience, for example drafting consultation responses.	E	Application/ Interview



Experience of producing high quality printed and digital content.	E	Application/ Interview
Experience of liaising with media and issuing press releases.	E	Application/ Interview
Event planning and coordination experience.	E	Application/ Interview
Experience of working with decision makers to effect change.	D	Application/ Interview
Experience of managing budgets, and successfully achieving financial targets and objectives.	D	Application/ Interview/ Assessment
Experience of supporting a multi-disciplinary team and improving team performance.	D	Application/ Interview/ Assessment
Personal experience of disability.	D	Application/ Interview
Personal experience of, or work-related experience in, a user-led organisation	D	Application/ Interview

Knowledge, abilities and skills Key Indicator - *if including policy component	Essential/ Desirable	Assessment
Able to demonstrate and articulate a clear understanding of diversity, equality or inclusion issues (and the implications for the service planning and delivery)*	E	Application/ Interview
A sound knowledge of social welfare policies impacting on disabled people and their families.	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, including report writing and presentation skills, for a diverse range of situations and settings.	E	Application/ Interview/ Assessment



Educated to graduate level or equivalent professional qualification, or experience in relevant specialism with clear evidence of continuing professional and personal development.	E	Application
Ability to design and run multimedia campaigns, and produce high quality accessible content	E	Application/ Interview
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	E	Application/ Interview
Knowledge or confidence to utilise the following systems: Wordpress; Salesforce; Campaign Monitor; Eventbrite, Canva.	E	Application/ Assessment

<h2>Notes for applicants</h2>	
Please use Job Reference: (if including Policy aspects:)	CM20-1 (C&PM20-1)
Applications are made online at	https://sdsscotland.formtitan.com/JA20v1
Closing date for applications	12PM July 27, 2020
Expected dates for interviews	August 5 and 6
For more information about SDSS see	https://www.sdsscotland.org.uk/
Contact for questions or an informal chat	Jeremy Adderley Operations Manager jeremy@sdsscotland.org.uk 0131 475 2626
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0131 475 2626

