



## Membership Outreach Assistant

### Job Description

Together – Scottish Alliance for Children's Rights

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*Hours:* 0.6 FTE (21 hours/week)

*Salary:* £22,735 pro rata

*Location:* Temporarily remote.  
Otherwise Together, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

*Duration:* The post is time limited to 12 months, with the possibility of extension.

*Responsible to:* Legal & Policy Manager

#### ***Purpose:***

The Membership Outreach Assistant will contribute to Together (Scottish Alliance for Children's Rights)'s mission to inspire and enable everyone in Scotland to put children and young people's human rights at the heart of everything they do in line, with the Strategic Plan. Throughout the role, the post-holder will be expected to involve Together's membership – including children and young people – whenever possible and appropriate.

***Closing Date:*** 5pm Tuesday 3rd November 2020. Interviews will take place remotely in the week of 16th November.

## ***Main Duties and Responsibilities:***

### Membership administration:

- Support the development of Together's membership policy.
- With the support of the Business Support Officer, maintain, administer and develop membership contact database.
- Maintain, administer and develop the membership section of Together's website.
- Record, report and analyse key performance indicators to measure the success of initiatives.
- Assist the Business Support Officer in managing membership donation requests and invoicing.

### Membership relations:

- Provide the first point of contact for members by phone or email.
- Welcome new and prospective members, supporting them to understand Together's role.
- Support the ongoing monitoring and evaluation of membership satisfaction to reflect and improve on Together's membership activities.
- Contribute to Together's fortnightly e-newsletter and social media activities.
- Contribute to the development of Together's website to ensure that web-based resources for members are innovative, comprehensive, relevant and up-to-date.

### Membership outreach:

- Undertake mapping and research to make recommendations and take forward membership recruitment initiatives to promote diversity of membership (both geographically and across different groups).
- Liaise with members and the wider children's sector to seek further opportunities to expand Together's network through contributing the events and meetings.

### Membership events:

- Coordinate and support Together events, including contributions to our members' events, to gather and disseminate information on UNCRC implementation and raise awareness and understanding of children's human rights. This will include event planning, administration, evaluation and follow-up.
- Research and take forward proposals for further membership events and training seminars.

### Other

- Contribute to the general administration, well running and development of Together.
- Ensure a safe and effective working environment.
- Provide support to interns and volunteers.
- Contribute to regular team meetings.
- Carry out other duties consistent with the job purpose as required.

## ***Person Specification***

### Knowledge including necessary qualifications:

- Essential
  - Educated to degree level or equivalent experience.
  - A good understanding of children's human rights and the UNCRC.
  - Strong communication skills (both written and verbal) and interpersonal skills.
  - Excellent written and verbal communication skills with the ability to convey complex ideas clearly and succinctly.
  - Excellent knowledge of online communications software, such as Zoom, MS Teams etc.
  - High level of motivation and initiative.
- Desirable
  - Knowledge of online communications media.
  - Knowledge of children's sector in Scotland.

### Experience

- Essential
  - Demonstrated experience of being able to build effective relationships and work collaboratively with people and organisations across from a wide variety of backgrounds.
  - Experience of working in a small team with the self-motivation to use own initiative when completing tasks and making decisions.
- Desirable
  - Working for a membership-based organisation.
  - Events management experience.

In line with Together's Child Protection and Safeguarding Policy, all employees will have to undergo appropriate Disclosure and Protection of Vulnerable Groups (PVG) checks, including for suitability.

### ***Summary terms and conditions of employment:***

Salary:	£22,735 pro-rata
Working week:	21 hours/week (0.6 FTE) with 1 hr unpaid for lunch. Some flexibility will be required.
Annual leave:	20.4 days annual leave, including public holidays (FTE 25 days annual leave plus 9 public holidays).
Place of Work:	Temporarily remote. Normal place of work is central Edinburgh. Some travel may be required.
Pension:	Together (Scottish Alliance for Children's Rights) will contribute 6% of salary to a recognised personal pension scheme of your choice.
Probation period:	The post is subject to a 3 month probationary period. Following successful completion of the probationary period the notice period will be 1 month.
Sick pay:	Employees are entitled to 1 month's full pay and 1 month's half pay within any 12 month period. In the first year of employment, this entitlement is pro rata to their length of service.

***Background Information:***

Together is an alliance of Scottish children's charities that works towards all children in Scotland being able to enjoy their rights according to the UN Convention on the Rights of the Child (UNCRC) and other human rights treaties. This is achieved by improving the awareness, understanding and implementation of the children's rights through:

- Ensuring our members are involved, consulted and influence our work to progress children's rights.
- Progressing the implementation of children's rights at a local and national level through the provision of support, expertise and robust scrutiny.
- Being recognised by our membership and decision-makers as the informed voice that advocates for children's rights in Scotland.
- Being recognised as an authoritative and respected voice and commentator on the state of children's rights in Scotland.

Our growing membership is made up of a range of non-governmental organisations (NGOs), from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.