


Job Title:	Communications Officer
Inspiring Scotland	<p>Inspiring Scotland is a registered Scottish charity. We currently support over 300 charities across 16 social-impact funds, manage £30m of charity grant-making each year and have over 50 full and part time employees. We are passionate about addressing inequality and improving the lives of people living in Scotland’s most vulnerable communities.</p> <p>Inspiring Scotland was formed to tackle the long-term, entrenched social problems faced by Scotland. Inspiring Scotland tackles these problems by raising funding from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing specific themes such as youth employability, outdoor play and learning, community development and mentoring for care experienced and vulnerable young people.</p> <p>We are a collaborative and supportive organisation and place high emphasis on team working, sharing best practice and learning both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work.</p> <p>We are a flexible employer having won or being shortlisted for national Family Friendly Awards and offer an excellent benefits package.</p>
Role Summary	<p>Inspiring Scotland is seeking two enthusiastic Communications Officers to join a busy and growing communications team.</p> <p>The focus of these roles will be to successfully plan and deliver a programme of communication activity across multiple channels including, social media, print, video and website. The roles will be supported by the Communications Manager and a Senior Communications Officer.</p> <p>The roles would be suitable for someone looking to grow their experience in communications and offers the opportunity to bring creativity, fresh ideas, and enthusiasm to enhance existing plans at an exciting time for the organisation’s development.</p> <p>We are looking for candidates who will embrace being part of a vibrant and effective charity which offers a culture of teamwork and flexibility.</p> <p>Most of all we want someone who will share Inspiring Scotland’s values, by being bold, compassionate, knowledgeable and effective.</p> <p>One of these roles will involve supporting Inspiring Scotland’s Equality and Human Rights Fund and Delivery Equally Safe. You can read more</p>

	about this work here and if you have a strong interest in this area of work then please highlight this in your application.
<p>Working arrangements</p> 	<p>Both roles are full time Monday - Friday (35 hours per week).</p> <p>Inspiring Scotland is a family friendly and flexible employer looking to ensure a work home life balance for all employees.</p> <p>This role is based at Inspiring Scotland's offices for contractual purposes however you will be able to (and may be required) to work from home when appropriate. You may be required to undertake some travel for meetings and events.</p>
Reporting to	Communications Manager
Key relationships	<p>Internal –Communication Team.</p> <p>Fund Managers, Fund Support Officers, Performance Advisors, Senior Management Team, Finance, Admin teams.</p> <p>External – Charities supported by Inspiring Scotland, Scottish Government, other stakeholders and support agencies.</p>
Salary	<p>£24-£26,000 pa pro rata (depending on experience)</p> <p>9.25% employer pension contribution, benefits package and generous holiday package of 29 days annual leave plus 8 public holidays.</p>
Role purpose	Key Accountabilities/Responsibilities
	<ol style="list-style-type: none"> 1. Work closely and actively engage with colleagues across the organisation to implement communication plans and campaigns. 2. Manage and maintain Inspiring Scotland's social media channels - proactively planning and seeking ways to develop these. 3. Write, edit, design and produce print and online marketing materials. 4. Create and publish engaging content for the website and social media. 5. Create and edit film, webinars and audio content suitable for podcasts or for use as capacity building resources. 6. Support the development of profile-raising opportunities for a range of media. 7. Produce newsletter content and managed the distribution of this. 8. Stay informed of sector updates, news and monitor media coverage. 9. Provide support for events (online and in person). 10. Support the monitoring and evaluation of communications activity.

	<p>11. Support the management of Inspiring Scotland’s brand to ensure all communications content is reflective of mission and vision.</p> <p>12. Maintain communications systems such as photography, case study log and print and media log, in line with GDPR guidelines.</p> <p>13. Adhere to policies, procedures and working practices.</p>
Qualifications	Educated to degree level/ or equivalent work experience/ or Professional Qualification
Essential skills	<ul style="list-style-type: none"> • Very good written and verbal communication skills. • A strong attention to detail. • Strong interpersonal skills and the ability to work effectively with a range of people. • Excellent time management with the ability to meet tight deadlines, manage multiple projects and work at pace. • A good understanding of communication /marketing principles.
Essential Experience	<ul style="list-style-type: none"> • Experience writing content for a variety of audiences. • Experience of creating communications solutions and activity. • Experience of using design/ creative programmes to create material such as Adobe Creative Suite and other online platforms such as Canva. • Experience of website management and development. • Experience of newsletter systems such as Mailchimp. • Experience of producing and editing film, webinars and audio content. • Awareness of Scottish media • Social media management and awareness of new and emerging online tools. • Confident in using MS Office packages such as Outlook, Word, Teams, PowerPoint. • Experience of working collaboratively in a team.
Desirable Experience	<ul style="list-style-type: none"> • Experience of working with Scottish media. • Experience of wordpress websites. • Understanding of search engine optimisation (SEO). • Experience of content management systems (such as salesforce). • Knowledge of GDPR guidelines. • Experience of working in the third sector.
Personal attributes needed in this role	An ability to plan personal workload, be a self-starter, identify priorities and manage own time is key to this role as well as being able to work in a team, adapt, be flexible and proactive.

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	<p>An interest in the social policy areas Inspiring Scotland works in as well as the Third Sector in Scotland.</p> <p>An ability to show empathy and sensitivity towards those who have faced disadvantage in their lives and to represent these stories in an appropriate way is vital.</p>
How to apply	<p>Please complete the Application Form by Sunday 7th March 2021</p> <p>Please send this to yvonne@inspiringscotland.org.uk</p> <p>Interviews will be held week commencing 15th & 22nd March 2021 online.</p> <p>For more information, and for an informal chat, please contact Eilidh Watson eilidh@inspiringscotland.org.uk</p>