

Job Description and Person Specification

Post	Community Shares Scotland Programme and Communications Officer
Location	Can be based anywhere in Scotland. Remote or office working. DTAS office address: DTAS, 1b Washington Lane, Edinburgh, EH11 2HA Commitment to monthly travel to Edinburgh for team meetings.
Responsible to	CSS Programme Manager
Salary	£29,976 + pension (Employer contribution 11.5%)
Length of Contract	Fixed term, 1 year post 3 months probationary period Potential for a further 2 year extension subject to funding
Hours	Full-time, 35 hours per week (excluding meal breaks). No overtime paid, but time off in lieu may be taken as appropriate.
Leave	25 days p/a plus 10 public holidays
Probationary period	3 months

Background

[Community Shares Scotland](#) is a programme to promote and support community shares activity in Scotland, and is now in its 7th year of operation. The programme is delivered by [DTA Scotland](#), through its wholly owned trading subsidiary, DTAS Trading. Community Shares Scotland is jointly funded by the National Lottery Community Fund and the Scottish Government.

Community Shares Scotland

This post will contribute to the delivery of the following core objectives of Community Shares Scotland:

- To raise awareness about community shares as an innovative form of social finance
- To deliver an information, advice and support service to those organisations undertaking community share offers
- To deliver a programme of events, workshops and training
- To identify and promote good practice around community shares activity
- To engage with and train key stakeholders to ensure a favourable and supportive policy context and legal framework for community shares

Purpose of Post

In particular, the postholder will be expected to contribute directly to:

- Awareness raising activity with relevant community organisations, general public and third sector network
- Partnership working with support intermediaries and other relevant organisations
- Early-stage development work with community organisations seeking to explore the relevance of community shares or who wish to undergo a community share issue
- Communications activity (including supporting current groups and developing pipeline)
- Data collection, research and evidence gathering

Specific Tasks

The following is a summary of the main tasks:

- Respond to requests for information about community shares and Community Shares Scotland
- Develop and coordinate a comms and marketing strategy
- Contribute to the development of positive relationships with key agencies across the community, voluntary, public and private sectors
- Contribute to the development of research, data collection and evidence gathering
- Assist interested community organisations assess the relevance of community shares
- Provide information and advice on initial steps in progressing a community share issue
- Explain appropriate governance arrangements for community share issues
- Provide access to resources and signpost, where appropriate, to other parts of DTAS, or other agencies and programmes
- Attend and contribute to relevant local/public meetings, conferences, events and other activities - virtually and potentially in person as COVID-19 restrictions ease
- Update content on CSS website, develop and co-ordinate digital publicity and support materials
- Co-ordinate and deliver social media presence (raising awareness of CSS, but particularly promoting live community share issues)
- Maintain accurate records, manage database, and generally contribute to information systems
- Administer the CSS Micro Grant programme
- Contribute as required to the general work / activity of CSS, and where appropriate the general work of DTAS and COSS

The post will involve some travel throughout Scotland and some irregular hours (particularly evening work).

Reporting to: CSS Programme Manager

Person Specification

Essential

- Good team player, with ability to show initiative and work unsupervised when required.
- A strong commitment to community empowerment / community-led / social enterprise activity
- An ability to provide information, advice and support within a professional service
- Very strong oral and written communication skills / good presentational skills
- Relevant experience of communications and marketing activity with strong social media skills
- Experience of developing positive relationships with key stakeholders
- Well-developed IT skills including database management and data collection
- Good listening and analytical skills including research and evidence gathering abilities
- Ability and willingness to travel throughout the country
- Willingness to work evenings and some weekends with occasional overnight stays
- An ability to work in a self-motivated way within a close team structure
- Willingness to undertake national Community Shares Practitioner Training (funded by DTAS)

Desirable

- Experience of community shares, community development and / or community enterprise
- Knowledge of organisational governance in the third sector
- Experience of designing and delivering virtual events and webinars
- Understanding of the relevant policy context
- Experience of funding and / or income generation
- Experience of financial management and business development
- Presentation and public speaking skills and experience
- Experience of developing a communications strategy
- Degree qualified or relevant vocational discipline or experience
- Possession of a full driving license and access to car

To apply, please submit a covering letter and your CV to info@dtascot.org.uk - ensuring you demonstrate your suitability for the post and how you meet the person specification. This vacancy will close at 12 noon on Friday 7th May 2021. It is anticipated that interviews will take place in the last two weeks in May. All interviews will be via video conference. If you have any questions regarding the role please email Programme Manager Morven Lyon – morven@communitysharesscotland.org.uk