Job Title mPower Communications Development Officer (fixed term 12 months)

Salary SCVO Grade 5 (£34,650 - £38,500) pending agreement of pay review

Location SCVO staff are currently working from home. When our offices reopen, this post could be based from Edinburgh, Glasgow or Inverness

1 Introduction and background

SCVO believes the voluntary sector is vital to Scotland’s economy and society. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our purpose, therefore, is to support, promote and develop a confident, sustainable voluntary sector in Scotland.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are:

* Accountable and committed
* Responsive
* Supportive
* Progressive
* Bold

2 Job purpose

This role will deliver the final year of communications support for a five-year health project to stimulate transformation in older people's services in Ireland, Northern Ireland and Scotland.

The project, called ‘mPower’ champions a preventative approach to care, supporting societal change by engaging with and empowering more people to self-manage their health and care issues in the community.

The Communications Development Officer will deliver the remaining workplan in close collaboration with the mPower project partners harnessing their expertise and making full use of their communications platforms, mediums and networks.

The Communication Development Officer must be able to operate at a senior level, work on his/her own initiative and manage a multi-partner project.  The post holder will be based in the SCVO Communications team.

3 Person specification

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

Essential

* Four years’ experience and/or relevant qualifications in the communications and marketing field
* Exceptional project planning and organisational skills, able to work to deadline and achieve project objectives
* Experience of working on complex projects or campaigns with multiple stakeholders
* A can-do attitude, plus a creative, analytical and flexible approach to work
* Strong copywriting skills with an ability to adapt writing style for different audiences and channels
* Excellent interpersonal skills
* An understanding of the role and potential of Scotland’s third sector

Desirable

Experience of working in the third sector

* Experience of working on health-related projects, clients or campaigns

4 Specific duties

**Project delivery**

Work with project partners to deliver local area plans to:

* secure the interest, engagement and commitment of primary care practice staff to the project by clearly communicating the benefits in assisting older people to live better while also reducing demands on primary care services
* secure the network of voluntary sector organisations which will be essential partner organisations to accept referrals and thereby provide additional social, health promotion, learning and volunteering opportunities for older people.
* address fears older people may have on the use of eHealth solutions

**Stakeholder engagement**

Effectively communicate the aims, objectives, progress and outcomes of the project. Specifically:

* To secure the interest and buy-in of commissioning bodies to the benefits of the project and thereby seek to secure long term sustainability for its services and benefits.
* To raise awareness of the EU funding arrangement for the project and the benefits of reducing cross border barriers to service delivery, service development and information sharing.
* Support cross sectoral and cross border shared learning and improvement support.

5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

SCVO staff are currently working from home. When our offices reopen, this post could be based from Edinburgh, Glasgow or Inverness. The post holder will report to Ann Rowe, Head of Communications & Marketing.

The post holder will report to the mPower Programme Manager and the mPower Board and partners as well as the SCVO Directorate.

The post holder will work in all 3 jurisdictions (Scotland, ROI and Northern Ireland) and will be required to attend meetings away from their work base. These are likely to involve travel and overnight stays.

The post holder will be line managed by SCVO’s Head of Communications and Marketing (Ann Rowe).

7 Further Information

Informal discussion of this position is welcome. Potential candidates looking for further information should contact Ann Rowe, [ann.rowe@scvo.scot](mailto:ann.rowe@scvo.scot)

8 Equality, diversity, and inclusion at SCVO

SCVO wishes to increase the diversity of its staff and welcomes applicants from all communities, particularly from people with disabilities and people from black and minority ethnic communities, currently under-represented within SCVO. SCVO offices are currently closed, when open they are fully accessible.

SCVO offers flexible working from day 1 of employment, including part-time working or job sharing as well as other flexible working options. If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact hr@scvo.org.uk or 0131 474 8004.

9 To apply

Please e-mail your application to [recruitment@scvo.org.uk](mailto:recruitment@scvo.org.uk) by 12 noon on the closing date.

Closing date: 12 noon Thursday 20th May 2021

Interviews: Tuesday 8th June 2021 by Zoom

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: Grade 5 (£34,650 – 38,500) FTE

Annual leave: 22.5 days plus 5 public holidays (prorated)

Cost of living increases: on 1 April each year

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 28 hours per week

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