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JOB DESCRIPTION

**Post:**  Communication and Engagement Officer

**Renumeration** £25,000 per annum (pro-rata for job share), 14% employer pension

**and benefits:** contribution, 35 paid holidays (pro-rata for job share), flexible working for parents/carers

**Contract:** Full-time or part-time job share. Post is currently funded until May 2022, but funding is being sought to make the post(s) permanent

**Location:** Remote/home-based, with occasional travel throughout Scotland when permitted by Scottish Government Covid-19 guidance

**Accountable to:** Chief Executive

**ABOUT UNDER ONE ROOF**

Under One Roof Scotland is a new charity unique to Scotland, providing impartial information and advice to more than half a million tenement and flat owners. It promotes the need for tenement maintenance amongst tenement owners and their advisers, and advocates to property professionals, and Scottish Government and Local Authority policymakers, about the needs of tenement and flat owners. More information can be found at [www.underoneroof.scot](http://www.underoneroof.scot)

**AIMS OF UNDER ONE ROOF**

**1. Under One Roof will promote the management, maintenance, improvement, sustainability, and preservation of tenements and tenement communities in Scotland by means of:**

* educating tenement owners, their advisers, and associated professionals;
* promoting good practice; and
* advocating the development of better policy, practice, and legislation.

**2. Under One Roof will provide a freely accessible, impartial, accurate and comprehensive body of knowledge on:**

* the legislation and good practice concerning tenement ownership and management; and
* the methods by which such buildings are constructed, maintained, and improved.

**3. Under One Roof will educate tenement owners, their advisers and other associated professions and service-providers in:**

* the legal rights and responsibilities of owners of a tenement property;
* the appropriate repair and improvement of their buildings to ensure both public safety and the maximum life and sustainability of their building;
* appropriate ways of working with other owners of the building and other organisations to ensure proper management and maintenance and the development of a culture of maintenance; and
* the civic responsibilities of tenement owners.

**4. Under One Roof will research the needs and opinions of tenement owners and their advisers.**

**THE ROLE**

Under One Roof are looking for someone from a communication or architectural background whose skills will help expand the organisation’s reach and impact, particularly with tenement flat owners.

The newly created Communication and Engagement Officer, partially funded by Safe Deposits Scotland Charitable Trust, will be critical in ensuring the success and sustainability of Under One Roof in its first year of existence as a stand-alone charity.

Under One Roof has a well-established website widely respected throughout the housing sector, and in this role you will be responsible for building the website’s profile, developing new content and ensuring existing content is organised, up-to-date, and accessible to all who use it.

In addition to working on the website, you will also develop and deliver content, and oversee events and activities, that will extend the knowledge of tenement maintenance and management throughout Scotland.

The successful candidate(s) will also work closely with the Chief Executive, the only other employee of the organisation, on activities not traditionally associated with communication roles, such as answering inquiries, fundraising, and reporting, and operational matters.

Essential for any candidate seeking the role is the ability to be self-motivated and enthusiastic about the work of Under One Roof. Above all, the candidate(s) must demonstrate a willingness to do whatever is needed to support an organisation in its first years of existence become sustainable and succeed in its aims.

In return, you will be offered the opportunity to work for an organisation that provides excellent benefits and flexible working opportunities, gain experience outside your existing skill set to support your future career goals, and contribute your unique skills and ideas to help shape an organisation from the ground up.

Candidates looking for full-time employment, or a part-time job share, are encouraged to apply.

**RESPONSABILITIES OF THE ROLE**

**Digital content, resources, and engagement**

* Effectively promote Under One Roof’s activities across different communications platforms
* Create art and video content, and edit content from existing activities, for use across multiple digital platforms
* Develop written and visual content for the website, and ensure site users find it accessible, up-to-date, and engaging
* Source content, edit, distribute, and extend the reach of Under One Roof’s e-newsletter
* Keep current with communication trends to ensure Under One Roof responds to change

**Outreach and event organising**

* Develop, implement, and monitor the effectiveness of a communications strategy to promote the work Under One Roof undertakes with the MSPs, the Scottish Government, Local Authorities, and individual and umbrella stakeholders (with particular focus on flat owners, who traditionally have been more difficult to reach)
* Create and maintain monitoring and evaluation systems for communications engagement, both qualitative and quantitative, that enable us to evidence activity and impact internally and with existing and potential funders and other stakeholders
* Organise, publicise, and run the systems required to produce Under One Roof’s webinars and other online and in-person events
* Create promotional leaflets and other documents

**Fundraising**

* Produce visually engaging reports demonstrating impact to current and future funders
* Input and assist with the development of new projects and existing initiatives
* Support the Chief Executive with funding applications to secure the future growth and development of the charity

**Information and advice**

* Assist the Chief Executive and others with enquires to ensure tenement flat owners understand their rights and responsibilities and have actionable advice about the issues they raise
* Support the Chief Executive in developing and running an expansion of our system for responding to enquiries into a widely promoted Tenement Owner Information Service

**Other responsibilities**

* Represent Under One Roof at external and online events
* Contribute to idea generation, planning, and development of Under One Roof to meet the needs of tenement flat owners and those that work and support them
* Assist the Chief Executive in performing strategic, IT, administrative and other operational duties, as required

**PERSON SPECIFICATION**

**Essential criteria**

1. Educational qualification or experience related to the role’s responsibilities (see above for list of responsibilities)
2. Excellent written communications skills
3. Experience creating content for multiple platforms to communicate messages, grow digital reach, and monitor effectiveness
4. Experience of creating project plans, overseeing implementation, and monitoring effectiveness
5. Experience creating and editing video content
6. Commitment to taking on tasks outside the traditional job remit to support the organisation
7. Ability to work independently, collaborate with others, and take initiative
8. Commitment to promoting the aims of the organisation

# Desirable criteria

1. Knowledge of repair and governance issues affecting tenement flat owners
2. Experience using Adobe Premier Pro
3. Experience creating visual art to accompany written communications
4. Experience in operating and running webinars.

**TERMS AND CONDITIONS OF SERVICE**

**Salary:** £25,000 per annum for full-time employee, pro-rata for part-time employees (salary scale to be developed)

**Pension:** 14% employer contribution, minimum 3% employee contribution. Employees may opt out of this contractual enrolment at any time by notifying the Chief Executive.

**Annual Leave:** 26 days per year, plus nine public holidays, of which five are fixed statutory days to be taken on the following public holidays: January 1-2, Easter Monday holiday, and December 25-26. Up to one working week of annual leave may be carried over each year. Pro-rata for part-time employees.

**Hours:** Normal working hours are 9am to 5pm, with a minimum 30 minutes for lunch. From time to time the work will demand a more irregular working pattern. Under One Roof operates a flexible working scheme to accommodate the needs of parents, carers, and part-time employees. Further details available on request.

**Sick Leave:** Sick pay relates to length of service. In the first year of employment the sick pay entitlement is three weeks, pro-rata for part-time employees. Further details available on request.

**Eligibility to work** Successful candidates will be required to produce proof of theireligibility to work in the UK.

**Probationary Period** 6 months

**Notice:** The notice period for the employer or employee to terminate employment relates to length of service. Further details available on request.

**HOW TO APPLY**

To apply for this post, please fill out the job application form and equal opportunities monitoring form, and return to [mike@underoneroof.scot](mailto:mike@underoneroof.scot) by noon on Monday, June 14th. Applications received after noon on the 14th will not be considered.

If you have any questions about the position, please contact Mike Heffron at [mike@underoneroof.scot](mailto:mike@underoneroof.scot).