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**JOB DESCRIPTION**

**POST:** **Project Support Officer (Comms & Admin)**

Full time post (35 hours) fixed term to end March 2022 with potential to extend, subject to funding.

**RESPONSIBLE TO: Deputy Director SENScot**

**SALARY:** **£22,000**

**CLOSING DATE: 13th August 2021**

**BASED:** **Home based initially** (then SENScot’s office at 42 Miller Street, Glasgow). Flexible working requests will be considered

**Purpose of the Role**

To ensure effective delivery of SENScot’s core work and special projects. The role will provide **administration, systems and communications support**; promote SENScot and our members in terms of external communications – with particular emphasis on social media on behalf of the wider social enterprise community in Scotland.

**Key Responsibilities**

* Work alongside SENScot staff to provide administration and systems support to ensure effective delivery and promotion of SENScot activities e.g. events, webinars, information, case studies etc.
* Updating and maintaining membership and project databases
* Develop and oversee SENScot’s communications and social media output, with a particular focus on promoting social enterprise networks
* Promoting specific projects led by SENScot with relevant social media activity e.g., climate challenge, collaboration and procurement.
* Collating existing and new information and data relevant to the work of SENScot and where appropriate our partner organisations.
* Work alongside the team to develop and maintain SENScot’s website - ensuring content is kept fresh, relevant and up to date on both the [SENScot website](https://senscot.net/) and [Partnership for Procurement project website](https://p4p.org.uk/).
* General Glasgow office support – recycling, stationery etc
* To provide secretariat support, where required, to the management team.

**Person Specification**

We are looking for someone with:

* Some experience and/or knowledge of the social enterprise and/or community sector in Scotland – including some of the issues such organisations are facing.
* At least 2 years’ workplace experience of different social media channels, including website maintenance
* Minimum 2 years’ administration experience
* Excellent written and communication skills
* Strong IT skills – familiarity with Microsoft packages, Sharepoint, Salesforce
* Ability to work on own initiative and as part of a team
* Commitment to the values of SENScot and the social enterprise sector in Scotland.

**Terms and Conditions**

The basic terms and conditions are based on those of Senscot:

* 35 hour working week - SENScot operates a TOIL system
* Annual leave entitlement is 25 days plus 7 set Public Holidays (some additional days are granted for Christmas shut down)
* Notice period – 4 weeks
* SENScot is committed to the active promotion of Equal Opportunities as an

employer and in its provision of services to the community

**About SENScot**

Social Enterprise Network Scotland (trading as SENScot) acts as the umbrella body for social enterprise networks in Scotland – a network of networks.  As a membership led organisation, SENScot represents, promotes and champions the work of front-line social enterprises, with a commitment to reflect the views and aspirations of our members.

SENScot came into being in 2020, following the merger of Social Firms Scotland and Social Entrepreneurs Network Scotland (Senscot). Over the last 20 years, Senscot and Social Firms Scotland worked to support the development and growth of social enterprise across Scotland and were instrumental in developing and shaping Scotland’s existing support infrastructure - both nationally and locally. SENScot has a membership of over 1500 local social enterprises – which includes membership drawn from 20 place based social enterprise networks (SENs) across urban and rural Scotland and 7 national thematic SENs that support social enterprises who operate in the fields of employability; sport; culture; health; community food and tourism and those based in rural areas.

**Aims and Objectives**

SENScot seeks to: *Provide Leadership within the Sector; Influence Policy and Represent the Sector and Support the Development of the Sector* – at all times championing the work of front-line social enterprises, with a commitment to reflect the views and needs of our members at the national level.

SENScot aims to inform, inspire, support and connect front line social enterprises. Working with and through Social Enterprise Networks and their members, SENScot:

* Represents the interests and values of the frontline social enterprise community in Scotland – in shaping policy with Scottish Govt.
* Connects and informs social enterprises across Scotland
* Works in partnership with others to continue to develop the sector in Scotland and offer solutions to issues faced in local communities.
* Raising awareness of social enterprise – through various channels – promoting good practice; and identifying issues affecting social enterprises and their communities.

[**P4P**](https://p4p.org.uk/)

P4P supports social enterprises and the wider third sector to access contracts through collaboration. P4P offer a range of **downloadable guidance and resources, Practical advice and support**from specialist advisers and Regular **workshops, events and training.**

For further information about this role, please contact:

Pauline Gordon (Director) – [pauline@senscot.net](mailto:pauline@senscot.net) or

Kim Wallace (Deputy Director) – [kim@senscot.net](mailto:kim@senscot.net)