



## JOB DESCRIPTION

### JOB DETAILS

Job Title: Communications & Events Coordinator (**30 hours per week / 0.75 FTE**)

Salary: **£26,390 p.a., pro rata (of 40 hours per week)**

Location: Either in the get2gether office at Thistle Foundation, Edinburgh or remotely as required

### JOB PURPOSE:

get2gether is an organisation which is based on the fundamental principle that:

***‘Love and friendship are basic human rights which should be available to all’***

Loneliness and isolation have a direct impact on health and wellbeing and adults with disabilities are disproportionately more likely to suffer from loneliness than any other sector of society.

get2gether seeks to address this issue through a series of social and cultural events in ordinary places and explores opportunities for our members to connect online.

**The Communications and Events Coordinator will develop a programme for and with our members based on their stated interests and aspirations, and support members to develop friendships and relationships.**

**They will also have responsibility for external and internal relations, advocacy, strategy, digital, reputation management and media relations. We are focussed on ensuring that get2gether’s exceptional achievements are appropriately, effectively and impactfully communicated.**

### Supervision:

The post holder will be line managed by the Director to whom they will be directly accountable.

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## KEY TASKS

To take the lead in producing a monthly newsletter for our members and develop a range of events, both online and in the community, which reflect the aims of get2gether and its membership. This will include, but may not be limited to:

- To work with members and staff to identify opportunities for events. Supporting members to develop and take forward their own ideas.
- To work with members using coaching and mentoring to support them in developing and hosting their events.
- Design a monthly newsletter
- Taking a lead on all communications
- Support get2gether's Ambassadors, DJs, sessional team and members to increase their skill-base, including digital skills, online safety and event hosting skills.
- To work as an effective team member, but also work individually when required.
- To identify and meet with other organisations to further the aims of get2gether (partnership working).
- To support and attend events and co-facilitate courses, including evenings and weekends.
- To attend the members' steering group, planning meetings and staff meetings.
- To support members to develop friendships and relationships.
- To work with members in a way that models best practice and is in line with the values of get2gether.

## ADDITIONAL INFORMATION ABOUT THE POSITION

*Hours of work will be agreed with the Director. They will fit the needs of the charity and be responsive to the post holder's circumstances.*

*The post holder will be eligible for 6 weeks (pro rata) annual leave.*

***get2gether applies to Disclosure Scotland for disclosure on appointment of all employees, in compliance with the national PVG (protection of vulnerable groups) Scheme.***

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*As this is a new position this job description will be reviewed during months 3 - 6 following appointment. The post holder will be engaged in the review which may lead to amendments to ensure the job description meets the developing needs of get2gether.*

## Person Specification

The successful candidate will evidence:

### Skills

- Direct experience of supporting adults with disabilities based on person centred approaches. (E)
- Solid communication skills, ability to multi-task and to complete tasks accurately and efficiently. (E)
- Commitment to being part of a team and to promoting the aims of get2gether in all activities. (E)
- Excellent knowledge of and experience of managing various social media platforms - Twitter, Facebook (E)
- Graphic design skills & video editing ability (D)
- Experience of managing websites using Wordpress (E)
- Willingness to review performance and to undertake continuous learning. (E)
- Commitment to promoting inclusion of people with learning and other disabilities. (E)
- Ability to maintain confidentiality. (E)

### Education

- Educated to degree level or equivalent. (D)
- Knowledge of get2gether or issues facing adults with disabilities. (E)

### Previous experience:

- Experience of working with adults with disabilities. (D)
- Experience of developing high quality communications material and knowledge of latest communication platforms, tools, trends and developments. (E)
- Events management. (D)

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**Attitude and personality:**

- Commitment to person-centred and anti-discriminatory practice and individual rights. (E)
- Efficiency in meeting deadlines. (E)

**Other:**

- Willingness to work flexible hours including weekends and evenings. (E)
- Willingness to contribute towards sourcing income to sustain the project. (D)
- Access to own transport. (D)

(E) denotes Essential

(D) denotes Desirable

**Terms and Conditions**

**Post: Communications & Events coordinator** (Part-time, 30 hours)

**Hours:** 0.75 pro rata of full time 40 hours per week

The hours of work will be flexible to fit with the needs of the organisation but will also aim to be responsive to the post holder's circumstances. Some evening and weekend work may be required.

**Holidays:** 30 days (pro rata) inclusive of public holidays to be planned in negotiation with the Director to ensure adequate office and administrative cover is maintained.

**Sick pay:** Statutory sick pay (SSP) entitlement applies

**Probationary period:** Review after 3 and 6 months from start date (4 weeks notice applies from 3<sup>rd</sup> month review, 1 week up to then)

**Notice:** 6 weeks notice applies after confirmation in post at 6 month review by employee and employer

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