![Scottish Council on Archives logo]

INFORMATION PACK

DIGITAL COMMUNICATIONS AND ADMINSTRATION ASSISTANT
£22,129.00 pro-rata
3 days a week (21.75 hours)
Edinburgh/ working from home initially

Thank you for your interest in Scottish Council on Archives (SCA). Please find below information about working at SCA and a job description for the post of **Digital Communications and Administration Assistant**

To apply:

1. Please complete an application form, by downloading it from our website at: *website address*
2. Then email your form to Robert Wright, r.wright@scottisharchives.org.uk

The deadline is **Friday 6 August 2021 at 9.00 a.m.**

If you have any queries, please email r.wright@scottisharchives.org.uk

Please note that interviews for this post are planned to take place online in the week commencing 16th August.

Scottish Council on Archives welcomes applications from all sections of the community and is an equal opportunities employer.

Please note that details supplied may be held in electronic and paper files for administration purposes only during the recruitment process. We retain recruitment files for six months following the date of interview, after which they are disposed of appropriately.

Working for Scottish Council on Archives
The Scottish Council on Archives is an independent advocacy and development body for the archives and records management sector in Scotland. By working in partnership with a wide range of stakeholders, we strive to inspire the highest standards in collections management and service delivery.

You can find out more about our objectives, projects and ongoing activity at www.scottisharchives.org.uk. A copy of our current strategy can be downloaded at (address) and our most recent Annual Review at (address)

Location
While SCA is usually based at General Register House on Princes Street, all staff have been working from home since March 2020. We anticipate that we may be able to return to our offices later in 2021 but a blended approach of on-site and at-home working may be necessary or preferable in the short to medium term.

Hours of work
The normal full time working week is one of 36.25 hours with an unpaid lunch break of one hour each day. The Digital Communications and Administration Assistant will work three days a week (21.75 hours). The specific days and times are negotiable and flexible.

Annual leave
Annual leave entitlement for full-time employees is 25 working days plus 8 public holidays, rising to 30 days after 5 years' continuous service. (Leave is calculated pro-rata for part-time employees.)

Pension
SCA employees will be automatically enrolled in the NEST Workplace Pension Scheme.

Note on working at SCA in the current Covid-19 pandemic
SCA is committed to staff's health and safety, and wellbeing. At the time of recruitment (July 2021), all SCA staff are currently working from home.

We continue to monitor the official guidance for Scottish Government and the National Records of Scotland around Covid-19 and will put in place, and communicate to staff, appropriate and timely guidance and measures as the situation evolves.

ROLE DESCRIPTION

The Scottish Council on Archives (SCA) seeks to appoint a **Digital Communications and Administration Assistant.**

Working closely with the small team at SCA, the post-holder will be expected to provide administration support for the programme delivery, communications, and operational work of the SCA. The Digital Communications and Administration Assistant will also use SCA's digital platforms, including social media accounts and website, to disseminate information and promote the work of the organisation as well as the wider archives and records management sector.

The role is varied and would suit someone with experience of office administration and creating content for social media. The postholder will have the opportunity to contribute to a variety of projects and initiatives, and a willingness to collaborate and work closely with colleagues is essential.

You will be expected to help ensure the smooth running of the organisation and its programme of events, including online and offline seminars, conferences, talks and workshops. This post requires someone with proven ability to manage, prioritise and organise work and information, as well as good written and verbal communication skills.

Specific tasks include:

- providing administrative support to the SCA team and a range of projects disseminating information about SCA and its work on social media platforms (Twitter, Facebook) and the SCA website.
- e-bulletin administration
- event administration, including co-ordinating bookings, delegates list, and general support
- dealing with general correspondence
- financial administration support
- organising and administering meetings (internal and external)
- provide hospitality to visitors/Board etc.
- answering/forwarding calls/taking messages and other reception duties
- ordering stationery and office supplies
- contacts database management

The successful candidate will have the following experience:

Essential
Excellent computer skills, proficiency with Windows and MS Office applications especially Word and Outlook
Experience of providing administrative support
Strong written and verbal communication skills
Experience of using social media as a promotional tool, specifically Twitter and Facebook
Able to work with minimal supervision and to deadlines
Strong interpersonal skills
Able to maintain and update website
Efficient time-management

Desirable
An interest in Scotland's history and heritage
An interest in archives
Experience of WordPress and Adobe Creative Suite