



**Scottish
Fair Trade
Forum**

Engagement and Communications Officer

Job Title: Engagement and Communications Officer

Reports to: Scottish Fair Trade Forum Chief Executive

Salary: £27,916 per annum

Hours: 35 hours per week

Length of contract: Permanent

Location: Currently all Forum staff are working from home due to Covid-19 restrictions. After restrictions are lifted, there will be a number of days when the role-holder will be required to work from the Scottish Fair Trade Forum office in Glasgow and at other times will be able to work from home or in the office. Also some travel around Scotland to attend meetings etc will be required.

Role description:

The Engagement and Communications Officer plays a key operational role in ensuring the Forum delivers on its commitment to widen and deepen Scotland's commitment as a Fair Trade Nation. The role supports the organisation's work with communities across Scotland initiating and developing new activities and supporting established groups and activities. The role holder uses communication and coalition-building skills and ability to find new, innovative approaches to establish better communication among the Scottish Fair Trade community and assist in developing that message to a wider audience. The role holder regularly consults with local groups and organisations and shares best practice.

Responsibilities:

- to promote the work of the Forum and other Fair Trade activity through effective communications and events
- to develop and support networks of established Fair Trade and campaigners and groups in order to ensure that they continue and develop and you will work to support campaigners and organisations to establish new Fair Trade activities

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- to play a central role in facilitating networking between local Fair Trade groups, businesses, campaigners and organisations, consulting with local individuals, groups and other partners and facilitating training and support when needed
- to ensure the sharing of best practice and networking between Fair Trade campaigners, groups and organisations
- to work with groups and communities identified by the Forum as being less engaged with Fair Trade in order to develop their awareness and engagement
- to work with the Forum's staff and volunteer team in achieving these goals, playing a key role in managing volunteers to deliver on activities related to these responsibilities

Person specification:

- Degree or equivalent experience
- Proven ability to multi-task and react quickly in a fast-paced work environment
- Computer fluency, including key Microsoft applications (Word, Excel, Powerpoint)
- Experience of using social media to promote campaigns
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills, superior public relations and problem solving abilities
- Resource investigator – good at identifying key stakeholders, making connections, building networks etc
- Experience managing people (desirable)
- Experience working in an organisation with a Board (desirable)
- Media training or experience (desirable)
- Community development experience (desirable)

Support:

You will be line managed and supported by the Forum's Chief Executive, whom you should approach for support, advice and questions regarding your role.

During regular reviews of your post, you will be given the opportunity to identify areas in which you feel further training and support would enable you to better carry out your role and boost your personal and professional development. The Chief Executive may also request you to undertake specific training (funded by the Forum) to help you carry out your role.