Job Title Journalist / Communications Officer

Salary Grade 5 (£34,650)

Hours 35 hours per week

Location This post can be based in Edinburgh, Glasgow or Inverness. Scottish Council for Voluntary Organisations (SCVO) staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our Blended Working policy.

1 Introduction and background

SCVO believes the voluntary sector is vital to Scotland’s economy and society. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our purpose, therefore, is to support, promote and develop a confident, sustainable voluntary sector in Scotland.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are:

* Accountable and committed
* Responsive
* Supportive
* Progressive
* Bold

Equality, diversity, and inclusion at SCVO

SCVO wishes to increase the diversity of its staff and welcomes applicants from all communities, particularly from people with disabilities and people from black and minority ethnic communities, currently under-represented within SCVO. SCVO offices are currently closed, when open they are fully accessible.

SCVO offers flexible working from day 1 of employment, including part-time working or job sharing as well as other flexible working options. If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact hr@scvo.scot or 0131 474 8004.

2 Job purpose

Charities, voluntary organisations and social enterprises play a critical role in the lives of people and communities across Scotland.

In this post you’ll work across the Third Force News (TFN) and SCVO communications teams. TFN is Scotland’s only dedicated daily news outlet for charities and voluntary organisations in Scotland, published by SCVO. We’re looking for someone with excellent digital media experience, a strong news instinct and exceptional copywriting skills to tell SCVO’s story and the story of the voluntary sector.

We’re looking for an excellent communicator, with tried and tested journalistic and digital communications skills to research and write a significant proportion of weekly content, news stories and magazine features for TFN. You’ll also produce copy for SCVO press releases, other corporate communications and contribute to producing a variety of content suitable for SCVO’s audiences across various media channels.

The role will involve developing and maintaining a working knowledge of current third sector issues, from finance and funding cuts to government policy and legislation, new initiatives and projects in the third sector.

3 Person specification

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* Qualification in journalism or communications or relevant equivalent experience
* Two years’ recent experience of a newsroom
* Excellent written and verbal communication skills, including confident and engaging verbal communication skills
* Ability to translate complex issues and information into clear and engaging copy
* Well-developed digital communications skills – using the web and social media to source and develop stories, contacts and debate issues
* Working knowledge of website CMS, social media channels and content planning, ebulletin software
* Good planning, organisation and prioritisation skills. The ability to consistently meet tight daily, weekly and monthly deadlines and adapt quickly to changing circumstances
* Ability to adapt communication style to different audiences, and be confident liaising with senior contacts and interviewees by email, online platforms, telephone and face to face
* Experience of using various digital tools and packages to create and share high impact content online
* Display and maintain a knowledge of public life, social affairs, politics and culture
* A good team player with the ability to get on well with colleagues
* Knowledge of Scottish politics, the Scottish Parliament, local and national decision-making process and influencing politicians and civil servants
* Calm and diplomatic under pressure
* Strong values, aligned with SCVO’s

**Desirable**

* Full driving licence
* Strong public speaking skills
* Experience of working in or an understanding of the Scottish voluntary sector
* Experience of using InDesign, Expression Engine, Oktopost and/or CampaignMonitor
* Experience of producing and editing videos or podcasts content

4 Key accountabilities

* Breaking exclusive news stories relevant to TFN’s voluntary sector audience
* Planning news content in line with developments in the voluntary sector
* Maintaining and developing strong relationships with key contacts including senior staff in voluntary sector organisations and other relevant agencies, MSPs, civil servants
* Maintaining and developing excellent knowledge of policy developments that affect voluntary sector organisations
* Confidently carrying out live interviews and representing TFN and SCVO at events
* Writing and creating a range of engaging feature content based on interviews, case studies and visits to voluntary sector organisations
* Supporting and providing advice to voluntary organisations to develop content for TFN, such as blogs, news releases and other columns
* Maintaining strong digital and social media skills and using these to both source and distribute content for TFN
* Supporting the work of SCVO, working closely with colleagues across the organisation to develop strong content which can be used in TFN and potentially distributed to external media.
* Work with colleagues in the communications team and more broadly across SCVO to identify newsworthy stories
* Draft/edit press releases and think pieces, and sell-in stories. Particular focus on supporting the Chief Executive to deliver media relations in support of key policy priorities
* Act as key liaison between TFN and SCVO Communications teams to make sure we share SCVO news as effectively as we can across all TFN and SCVO channels
* Confidently provide advice at this senior level and deliver and stick to media lines when dealing with journalists
* Draft and edit web copy, blogs and social media content, adapting content appropriately for the relevant medium and audience
* Produce content in a variety of formats including video and audio to engage with a wide audience and maximise impact
* Develop and produce written and video content to support and promote large SCVO events including The Gathering and The Charity Awards
* The role includes some out of hours work at evenings and weekends in order to respond to media enquiries

5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

SCVO has a Blended Working policy.  All staff have an assigned office base and can work a blend of office and home on agreement with their team and line manager, and within our Blended Working parameters.  See our Blended Working Policy for more information.

This post can be based in Edinburgh, Glasgow or Inverness.

The post holder reports to Graham Martin, TFN Editor.

7 Further Information

Informal discussion of this position is welcome. Potential candidates looking for further information should contact Graham Martin, [graham.martin@scvo.scot](mailto:graham.martin@scvo.scot)

SCVO offers flexible working from day one of employment, including part-time working or job sharing as well as other flexible working options.

8 To apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by noon on the closing date.

Closing date: Monday 6th December 2021 (by 12 noon)

Interviews: 15th and 16th December 2021

9 SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment.

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 5 (£34,650 - £38,500)

(appointments are made on the 1st increment)

Annual leave: 28 days plus 6 public holidays

Pension: SCVO offers a Defined Contribution Pension Scheme to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 35 hours per week

****