**Marketing Officer**

**Job details**

**Hours per week:** 35 hours

**Duration:** Permanent

**Pay:** Up to £30,000 (salary will be commensurate with experience)

**Location:** We have a blended work approach enabling employees to work from home and our Glasgow office. The number of days at the office is dependent on roles, workload and employee preference and will be agreed with the Team Leader. Full-time homeworking is an option for accessibility reasons.

If you would like to discuss any aspects of this role or your ability or circumstances in performing this role prior to applying, please don’t hesitate to contact Roddy.Stewart@ceis.org.uk

**About us**

Established in 1984, the vision of Community Enterprise in Scotland (CEIS) is to make Scotland a better place to live and work with a more inclusive economy. To realise this CEIS engages with businesses and communities to build capacity and to address inequality. Our social enterprise support is internationally recognised, and this work is complemented by business finance, employability services, event management, social research and asset-based community development. Our clients include individuals seeking employment, businesses requiring support and public bodies interested in social change. Learn more at [www.ceis.org.uk](http://www.ceis.org.uk).

This post is based in our Enterprise and Communities Team which delivers specialist business support to enterprising third sector organisations. Social Enterprise is increasingly viewed as an important source of economic growth, a vital source of support for vulnerable communities and a critical path of the reform of public services in Scotland. CEIS’ Enterprise and Communities Team responds by providing tailored business development across the business disciplines to aspiring, emerging and growing social enterprises. With a growing emphasis on social enterprise nationally and locally, CEIS offers professional and tailored consultancy support, through a team of business advisors, to ensure third sector organisations grow as sustainable businesses.

**Benefits:** Our employees are our number one priority. That’s why we have a great benefits package and offer flexible working to support caring responsibilities, medical appointments and a good work-life balance including:

* 37 days annual leave entitlement comprising 25 days plus a further 12 days in recognition of public and local holidays (pro rata for part-time workers).
* Both flexi and time off in lieu (TOIL) allowing staff to work flexible hours each day and accrue time off
* Paternity and enhanced maternity pay including 26 weeks Ordinary Maternity Leave (OML) followed immediately by up to 26 weeks Additional Maternity Leave (AML)
* An enhanced adoption leave package, which includes 26 weeks Ordinary Adoption Leave followed immediately by up to 26 weeks Additional Adoption Leave
* Shared Parental Leave
* A terrific group pension plan employees can opt into with up to 10% employer contribution where the employee contributes 6%.
* Supportive and collegiate teams with regular one-to-one meetings with your line manager, team members and wider CEIS organisation digitally and in-person
* Regular appraisals to review your performance, development and ongoing requirements to conduct your role
* A modern, bright office in Govan with free onsite and on-street parking, which is accessible by public transport
* In-office amenities including a fully provisioned kitchen with free tea and coffee and showering facilities.

|  |
| --- |
| Community Enterprise in Scotland (CEIS) recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds and will make reasonable adjustments for employees to conduct their role.  We particularly welcome applications from disabled, Black, Asian and Minority Ethnic and LGBTQ+ candidates as part of our commitment to further increase representation of these areas throughout CEIS.  We have made a positive commitment to employing people from under-represented areas and guarantee to interview all candidates who meet the minimum essential criteria for the role as set out in the role profile.  All applications are in two parts. The first part ‘Personal Details’ will be separated from the rest of your application before it is forwarded to the staff who are specifically involved in the shortlisting panel. The information will only be shared with appropriate staff following selection.  The panel will also be made aware of any reasonable adjustments you have requested so that they can put these in place for your interview or when considering your application. |

**Job Description**

CEIS has an exciting opportunity for a creative, motivated and enthusiastic person to join our sector leading social enterprise business support team.

Our team specialise in helping third sector organisations strengthen their business through trade and enterprise. You will have an opportunity to work with a diverse portfolio of clients to help shape the business and growth strategies of social enterprises in a wide range of market sectors such as childcare, health, and community regeneration.

**The Role**

The purpose of this role is to support CEIS in their external and internal communications and marketing. This will involve support to major programmes of work, such as Just Enterprise, International Social Enterprise Observatory, our Glasgow Communities Fund work and others.

This role will involve travel by personal or public transport for which expenses can be claimed.

**Main Duties and Tasks:**

To deliver high quality programme related marketing and communication support through:

* Creation of marketing and communications assets
* Content creation and scheduling
* Creation of newsletters
* Website maintenance and improvement
* Supporting the creation of a marketing strategy for Just Enterprise and for CEIS internal and external comms
* Maintaining and developing effective working relationships within the CEIS Group and with external partners
* Bringing forward recommendations for new approaches and tools which could improve CEIS communication activity
* Other design and communications tasks

**Essential Skills, Experience and Qualifications**

* Experienced in producing marketing and communications materials
* Graphic design skills
* Experience in website maintenance
* Experience of working in a third sector environment
* Ability to work on own initiative as well as part of a team.
* Excellent communication skills (both oral and written) and interpersonal skills.
* Minimum of basic knowledge and understanding of the social enterprise sector in Scotland.
* Ability to manage multiple tasks and work to deadlines

**How to apply**

Submit your application and Equal Opportunities Form with a covering letter/email, audio or video file, providing examples of relevant work to emma.stratton@ceis.org.uk. The cover email/letter or video statement should specify why you believe you are suitable for this role, against the Skills, Experience and Qualificationoutlined above.

If you require the job specification and application form in another format, please contact emma.stratton@ceis.org.uk.

**Closing date:** 22nd March 2023

**Interviews:** 28th March 2023

**Start date:** Immediate