

ENGENDER

Communications and Engagement Officer

Job Description

Salary: £28,903.12 pro rata

Pension: 8% employer contribution

Hours: 0.5 FTE - 17.5 hours / week*

*Engender is intending to trial a 4-day working week. During the trial working hours will likely be reduced with no impact on salary. The outcome of the trial will determine whether Engender adopts this approach longer term.

Leave entitlement: 19 days (including public holidays)

Location: 10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ. The post holder will be required to be in the office as needed. However, office, home-based or hybrid working is available outside these times.

Responsible to: Project Manager (EMCC)

Purpose:

This role will be responsible for delivering a creative, engaging communications approach and content for a project that sits within Engender. The Equal Media and Culture Centre (EMCC) will focus on gender equality within Scotland's media and cultural landscape. It will research and monitor issues of equal representation, inclusion, gender stereotyping and women's right to cultural participation. It will also involve collaboration between researchers, the women's sector, and leaders and creators from the media and cultural industries.

The post will be responsible for ensuring that our media and culture work is effectively communicated in innovative and accessible ways to our key audiences – diverse communities of women, women's and equalities organisations, the media, government and wider civil society.

The role will actively engage our key audiences and partners, particularly diverse groups of women, in Engender's work to advance intersectional gender equality in the media, creative and cultural sectors in Scotland.

The role involves working closely with colleagues from across the Engender team.

Main duties

Strategic Communications



- Coordinating the development and delivery of a communications strategy on Engender's media and culture work
- Engagement with media and culture practitioners, and other audiences
- Following relevant feminist policy and research developments in Scotland and internationally

Co-ordination of external communications

- Identifying and responding to opportunities to engage media and press
- Coordinating digital engagement, including social media campaigns
- Directing content creation including commissioning of blogs, video, podcasts and other outputs
- Utilising design software and video editing to create engaging digital content
- Coordinating the production of publications, ensuring the consistency of branding
- Managing website development and maintenance

Developing and facilitating external engagement

- Contributing to the delivery of participatory events; online and in person
- Representing Engender and the EMCC at stakeholder events and other engagement opportunities

General duties

- Thinking and working intersectionally: ensuring that the impact that intersecting systems of inequality have on the lived experiences of women in Scotland and on gender inequality are understood, and reflected in our comms work
- Working collaboratively with colleagues to maximise the quality and impact of our work and enrich our organisational culture
- Contributing to Engender's overall comms and engagement work as needed
- Participating in organisational planning and strategy development
- Participating in evaluation processes, internal updates and future funding proposals

Person specification

Essential:

- Excellent written communication skills and experience of producing content for a variety of audiences
- Commitment to accessibility in communications and engagement
- Experience of coordinating digital communications, including websites and social media, and how to utilise their potential
- Experience of video-editing
- Ability to communicate and network with a range of organisations
- Organised, able to prioritise and work flexibly and collaboratively as part of a team.
- Experience in small scale events management
- Able to work to own initiative, identify and respond to opportunities effectively
- A strong commitment to equality and human rights

Desirable:

- Publishing experience including copy editing and proofreading
- Experience of using canva and other design software
- Understanding how to engage and work with the press
- Understanding of the media and culture sectors in Scotland as it relates to gender equality and women's rights

The job description and person specification is subject to regular review.

Equalities statement

Engender exists to promote women's equality in Scotland and to challenge the intersecting discrimination that persists in our society and communities. To do this effectively, it is crucial that our team understands and reflects a diversity of perspectives. We therefore want to encourage and support applications from people from a range of backgrounds, including those that may be under-represented in the Voluntary Sector in Scotland, including but not limited to, people from minority ethnic communities, people with disabilities, LGBT communities and people who have experienced economic deprivation.

To ensure that our staff thrive and succeed at Engender, we are continuously working to create a workplace that is inclusive, accessible, flexible and fair, and where

differences in background, culture, identity and lived experience are valued and respected.

Application notes

If you have any questions, please get in touch via recruitment@engender.org.uk.

Read the [application guidance here](#).

Apply at engender.org.uk/jobs.

Closing date: 7am Monday 1st May

Anticipated dates for interview: Wednesday 10th and Thursday 11th May.

