

## **INFORMATION PACK**

### **DIGITAL COMMUNICATIONS AND ADMINISTRATION ASSISTANT**

£24,053.00 (pro-rata)

Fixed time: 3 days a week (21.75 hours) for 12 months, with possibility of extension depending on funding.

Hybrid – 2 days in office, central Edinburgh and one day working remotely

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: download it [here](#)
2. Then email your form to Robert Wright [r.wright@scottisharchives.org.uk](mailto:r.wright@scottisharchives.org.uk)

The deadline is **Friday 1 March 2024 at 17:00.**

If you have any queries, please email [r.wright@scottisharchives.org.uk](mailto:r.wright@scottisharchives.org.uk)

Please note that interviews for this post are planned to take place online in the week commencing 11 March 2024.

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

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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](http://www.scottisharchives.org.uk). You can also read our most recent Annual Review, [here](#). We also have popular social media channels on [X/Twitter](#), [Facebook](#), and [Instagram](#).

#### **Location**

SCA's office is located in General Register House, Princes Street, Edinburgh. The role of Digital Communications and Administration Assistant will primarily be based here, with one day of remote working permitted. There may also be some occasional travel for events and other opportunities.

#### **Hours of work**

The normal full time working week is one of 36.25 hours with an unpaid lunch break of up to 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.

## **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, Insta) 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), including minuting and managing calendars
- 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