

The Role

Job Title	Communications Assistant
Reports to	Senior Communications Officer
Location	Your role is office-based however you will be able to agree a work pattern which can include working from home. The role will involve travel to attend meetings and occasional events.
Contracted Hours	35 hours per week We promote and are happy to consider flexible working requests.
Salary & Benefits	£23,000 - 24,500 per annum FTE 9.25% employer pension contribution (salary sacrifice scheme available). Medicash Benefit Full private medical insurance with the option to include family members. 4 x salary Death in Service cover. 29 days annual leave plus 8 days public holidays Cycle to work scheme

How to apply Deadline for applications: **Friday 18th October 2024.**

Interviews will be held in our Edinburgh office on **Monday 28 October 2024.** We encourage applicants from across Scotland and virtual interviews can be accommodated.

For more information or an informal chat please contact jasmine@inspiringscotland.org.uk or Eilidh@inspiringscotland.org.uk



Job Description

Communication Assistant

We are looking for an enthusiastic Communications Assistant to support the smooth running of [Inspiring Scotland's](#) communication team. In this role you will provide support across a variety of projects and help deliver purposeful, creative, and engaging communications materials.

This is an ideal opportunity for someone with some experience that is looking to be built upon. Support and training can be provided, as most importantly we are looking for someone who is proactive, enthusiastic and team minded. Someone able to listen to colleagues' varying needs; contribute ideas and work collaboratively to create solutions. You should be comfortable at organising your own time and adapting to priorities. You will have an awareness of communication activity and an interest in being creative and using this skill to help make communications stand out.

In this role you will work alongside the Communications Manager and be line managed by the Senior Communications Officer who are responsible for managing a wide range of activity for Inspiring Scotland. Alongside this team you will be able to work with a wide range of colleagues across the organisation and across policy areas such as equality and human rights, outdoor play, mentoring for children and young people and youth employability.

Roles and Responsibilities

Website

- Support development of and regular updating of websites that Inspiring Scotland currently manages.

Social media

- Provide support to manage and update social media channels including reactive responses daily.
- Re-purpose content for social media.
- Monitor engagement and support the evaluation of social media activity.

Creative design

- Support teams across the organisation to create design assets for reports and publications. This will include editing and designing content using creative software such as Canva or Adobe Creative Suite (training can be provided).
- Support the production, editing and repurposing of videos (training can be provided).

Content

- Draft, edit, and design a range of materials which will include news stories, blogs, and case studies.
- Support the production and management of newsletters on Mailchimp.
- Identify and disseminate news and relevant opportunities.

General

- Provide support for events (online and in person).
- Support the monitoring and evaluation of communications activity using tools such as google analytics.
- Assist in managing a library of photos and videos across portfolio.
- Maintain communications systems in line with GDPR (General Data Protection Regulation) guidelines.

- Adhere to policies, procedures and working practices.

Person Specification

An ability to plan personal workload, be a self-starter, identify priorities and manage own time is key to this role as well as being able to work in a team, adapt, be flexible and proactive. The knowledge, skills and experience needed for the role are:

- Commitment to Inspiring Scotland's mission, vision, and values
- Strong written and verbal communication skills
- Attention to detail
- Awareness of boundaries of own ability
- Interpersonal skills and the ability to work effectively with a range of people
- Time management with the ability to manage multiple projects

Experience / Essential

- Understanding and interest in communication principles
- Experience of writing/ producing a range of material
- Experience of design/ creative editing software
- Experience of editing website systems such as WordPress
- Experience of newsletter systems such as Mailchimp
- Experience of Social media awareness of new and emerging online tools
- Experience in using Microsoft Office packages such as Outlook, Word, Teams, PowerPoint
- Experience of working in a team environment

Desirable

- Qualification in Communications or Marketing or
- Experience of a similar role on a paid or voluntary basis
- Experience of producing and editing film, webinars, and audio content

Work environment

We offer a positive and supportive work environment alongside regular training and development opportunities. You can read more about our values on [our website](#).

We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days.

For Inspiring Scotland, flexible working is the norm, and is more than just working from home. As an award-winning family friendly and flexible employer, we aim to promote a good work home life balance for all employees.

We are happy to consider a range of flexible working including part-time hours, compressed hours, job sharing, and flexible start and finish times.