

# South East Integration Network



## Job Description

<b>Job Title:</b>	Communications Officer
<b>Location:</b>	SEIN Office in Govanhill, Glasgow
<b>Reporting to:</b>	Engagement Manager
<b>Hours of work:</b>	14 hours per week (0.4 FTE), with potential increase in hours from end of year 2025 (funding dependant)
<b>Contract:</b>	Funded until 31st March 2026, with potential extension
<b>Salary:</b>	£25,500 Full Time Equivalent (£10,200 pro rata)
<b>Holiday:</b>	41 days, inclusive of bank holidays (pro rata)
<b>Pension:</b>	5% employer contribution

The South East Integration Network (SEIN) is an active network of almost 100 community groups and organisations which work across the south east of Glasgow providing services & activities which celebrate diversity & support community integration. We connect our member groups & organisations through monthly meetings and digital platforms; supporting their work, sharing what they are doing & encouraging partnerships.

**SEIN's Mission:** To connect and support local non-profit organisations who are committed to creating a collaborative and welcoming community in the south east of Glasgow.

**SEIN's Vision:** To foster a positive, cohesive community, free from discrimination, oppression and racism in which people from all backgrounds and cultures are valued and equally able to participate in the community.

### SEIN's Values:

- **Connecting** - we actively bring people & organisations together
- **Inclusive** - we ensure that everyone is welcome, heard & able to participate
- **Supportive** - we help, encourage & celebrate the work of our members
- **Open** - we listen and respond to our members' needs

### Role:

Sharing information, in an engaging & accessible manner, is central to the work of SEIN & feedback from our members tells us how much this is valued. The Communications Officer will manage all SEIN communications; keeping the website up to date, keeping our social media channels active with relevant & engaging content and developing promotional materials. A core part of their role will be collating our fortnightly newsletter and writing minutes from our monthly network meetings. They will also develop and manage the SEIN Library and carry out other small administrative tasks.

The post-holder should share the values of SEIN & demonstrate the ability to work well in a small team.

### Key responsibilities:

- Write fortnightly newsletters (& manage sign-ups)
- Take minutes at monthly network meetings
- Manage SEIN social media
- Keep the SEIN website up to date
- Develop SEIN promotional material
- Carry out office admin (including managing the SEIN library)

- Support the Development and Engagement Managers with other tasks as required

To apply for this position please send your C.V and a cover letter to [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk) by 11.59pm Sunday 8th June. Interviews will take place at the end of June. If you have any questions feel free to email us at [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk)