



JOIN OUR TEAM

Recruitment Pack

Additional Information

Job Description and Person Specification

Communications Officer - Strategic Communications



SCOTTISH BORDERS RAPE CRISIS CENTRE

August 2026

Dear Applicant,

Vacancy: Communications Officer – Strategic Communications

Thank you very much for your interest in working with Scottish Borders Rape Crisis Centre.

Please find enclosed:

- Background information
- Job description
- Person specification
- Tips on completing your application form
- Application form

Further information about our organisation's work is available on our website: [Scottish Borders Rape Crisis Centre |](#)

Please note that the deadline for completed applications is **Wednesday 23 September @ 6pm**. Interviews will be held on Wednesday 30 September. Due to our limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by close of business on Friday 25 September.

Please note that we do not accept CVs. The full **application form** should be completed and **emailed** to recruitment@sbrcc.org.uk

We look forward to receiving your application. In the meantime, if you have any queries, please do not hesitate to contact us on **01896 661070** or by email at recruitment@sbrcc.org.uk

Best wishes,



Susie Stein
Chief Executive Officer
Scottish Borders Rape Crisis Centre

Background Information

Scottish Borders Rape Crisis Centre (SBRCC) provides high-quality, specialist, trauma informed support services to survivors of sexual violence. We provide free and confidential emotional and practical support, information, and advocacy.

Our support is person centred, holistic, inclusive, and accessible. The organisational culture and therefore, all its services and activities are aligned to and underpinned by the trauma informed principles of safety, choice, trust, empowerment, and collaboration.

Our services are aimed at enabling and supporting survivors to reclaim control of their lives and everything we do is aimed at empowering survivors. Support is focused on safety, self-care, and healthy emotion regulation. We offer a safe space for survivors to tell their story and start to recover from the sexual trauma they have experienced.

We aim to promote awareness and understanding of the causes and prevention of sexual violence, its impact, and often profound consequences. By providing support services to survivors and prevention work in educational and youth settings, partnership working and training.

SBRCC Core Services: One-to-one specialist trauma support. A block of 12 sessions offered initially, they can be extended up to 20 sessions for survivors with multiple and or complex needs.

Sunrise: Women aged 18+.

Unity: All young survivors of any gender/gender identity aged between 12 and 18.

Sunrise and Unity support survivors who have experienced any form of sexual violence at any time in their lives.

We are an all-women organisation, believing that this allows us to offer the most appropriate and secure support to women and girls affected by rape or sexual violence. While we acknowledge that men experience rape and sexual violence, we also know that most incidents are committed against women by men, and it is to women that our efforts are primarily directed. Rape and sexual violence are crimes of violence against women and girls which reflect inequality in our society: redressing this inequality defines our work with women and girls who have experienced rape or sexual violence.

To find out more about our work please visit our website: [Scottish Borders Rape Crisis Centre |](#)

Job Description

Position: Communications Officer

Salary: £28,000 (pro-rata)

Hours: 10 per week

Responsible to: Chief Executive Officer

Location: This is a remote/home-based role. The postholder will be expected to attend occasional meetings, events, training and other activities within the Scottish Borders and elsewhere in Scotland where required.

Annual Leave: 28 days annual leave, 9 Scottish public holidays plus 14 hours of wellbeing leave (pro rata)

Pension: 4% Employer contribution

Contract: 31 March 2028

Job Purpose

The Communications Officer will lead the development and delivery of Scottish Borders Rape Crisis Centre's communications, ensuring the organisation has a clear, consistent and influential voice across all communications.

Working closely with the Chief Executive Officer, the postholder will develop and deliver communications that raise awareness of sexual violence, strengthen relationships with survivors, professionals, communities, partners, funders and policymakers, and promote the impact of SBRCC's work.

The role combines strategic planning with creative content development and digital communications. The postholder will be responsible for developing high-quality communications across a range of channels, increasing organisational visibility, supporting campaigns, influencing policy and practice, protecting SBRCC's reputation and helping to identify new opportunities to strengthen engagement and organisational sustainability.

The Communications Officer will also champion innovation within communications, including exploring the responsible and ethical use of Artificial Intelligence (AI) to improve communications, accessibility and organisational effectiveness.

What Success Looks Like

During the first 12 months, the Communications Officer will work with the Chief Executive Officer and colleagues to:

- Develop and begin implementing a Communications Strategy that supports SBRCC's strategic priorities.
- Increase awareness of SBRCC's services amongst survivors, professionals, communities and partner organisations.
- Strengthen SBRCC's reputation and profile locally, regionally and nationally through high-quality communications and media opportunities.
- Refresh and develop SBRCC's digital communications, ensuring the website, social media and publications are engaging, accessible and reflect the organisation's values.
- Increase engagement with professional audiences, helping to promote training, prevention work and partnership opportunities.
- Produce compelling communications that demonstrate SBRCC's impact and support funding applications, reports and organisational sustainability.
- Work collaboratively across the organisation to ensure communications reflect the voices and experiences of survivors while maintaining a trauma informed and ethical approach.
- Explore opportunities to responsibly use Artificial Intelligence and other digital innovations to improve communications and organisational effectiveness.

Key Responsibilities

1. Strategic Communications

- Develop, implement and review SBRCC's Communications Strategy and annual communications plan.
- Ensure communications support the organisation's strategic priorities, values and feminist approach.
- Maintain a consistent organisational voice, brand and messaging across all communications.
- Monitor and evaluate communications activity to measure reach, engagement and impact.

2. Content Development & Digital Communications

- Lead the planning, creation and delivery of engaging communications across all digital and printed channels.
- Manage, maintain and continually develop SBRCC's website, ensuring content is accurate, up to date, accessible, trauma informed, user focused and optimised to support engagement with survivors, professionals, funders and the wider community.
- Coordinate and manage SBRCC's social media platforms.
- Produce newsletters, publications, annual report content, case studies, impact stories and promotional materials.

- Develop photography, video and other digital resources which showcase the impact of SBRCC's work.
- Ensure all communications are accessible, inclusive, trauma informed and aligned with SBRCC's brand and values.

3. Professional & Stakeholder Communications

- Develop communications aimed at professionals, partner organisations, commissioners, funders and strategic stakeholders.
- Increase awareness of SBRCC's services, prevention work and training opportunities.
- Produce resources that strengthen partnership working and improve access to services.
- Identify opportunities to reach new audiences and increase organisational influence.

4. CEO & Organisational Support

Working closely with the Chief Executive Officer to:

- Prepare presentations, speeches and briefing papers.
- Draft consultation responses, reports and public statements.
- Develop impact reports, funding case studies and organisational publications.
- Coordinate communications relating to organisational developments, service launches and funding announcements.
- Support communications for Board, stakeholder and ministerial meetings where appropriate.

5. Campaigns, Media & Public Affairs

- Plan and deliver communications campaigns linked to local and national awareness initiatives.
- Develop positive relationships with local and national media.
- Draft press releases and media statements.
- Coordinate responses to media enquiries alongside the Chief Executive Officer.
- Identify opportunities to increase SBRCC's profile through campaigns, media coverage and strategic communications.
- Support the organisation's reputation through proactive and responsive communications.

6. AI & Digital Innovation

- Explore opportunities to use Artificial Intelligence and emerging digital technologies to improve communications, productivity and organisational effectiveness.
- Keep up to date with developments in communications, digital engagement and AI.
- Support colleagues to confidently and responsibly use AI tools in line with organisational guidance.
- Contribute to the ongoing development of SBRCC's AI policy, guidance and best practice.

7. Partnership Working

- Work collaboratively with colleagues across the organisation to identify and share stories demonstrating SBRCC's impact.
- Work closely with the Community Engagement & Events Officer to maximise the reach and impact of campaigns, events and fundraising activities.
- Build positive relationships with local and national partners to strengthen collaborative communications.

8. Monitoring & Evaluation

- Monitor communications performance using website, social media and digital analytics.
- Produce reports demonstrating reach, engagement and impact.
- Use data, feedback and insight to continuously improve communications and audience engagement.

General Responsibilities

- Promote SBRCC's vision, values and feminist approach to ending violence against women and girls.
- Work in accordance with SBRCC's policies, procedures and professional standards.
- Maintain confidentiality and comply with GDPR and information governance requirements.
- Effectively manage a remote workload while maintaining regular communication with colleagues.
- Attend regular in-person team meetings, planning days and organisational events to maintain collaborative working relationships and contribute to SBRCC's organisational culture.
- Participate in supervision, appraisal, training and continuous professional development.
- Undertake administrative duties associated with the role.
- Work flexibly, including occasional evenings and weekends, with time off in lieu.

- Undertake any other duties reasonably required that are consistent with the responsibilities of the post.

Pre-Employment Checks

- Confirmation of the right to work in the UK.
- Enhanced PVG Scheme membership.
- Satisfactory references.

This post is open to women only under Schedule 9, Part 1 of the Equality Act 2010.

Person Specification – Communications Officer

Criteria	Essential	Desirable
Knowledge & Understanding	• Understanding of strategic communications and audience engagement. • Understanding of digital communications, marketing and brand management. • Knowledge of accessible, inclusive and trauma informed communications. • Understanding of equality, diversity, inclusion and anti-discriminatory practice. • Commitment to a feminist analysis of violence against women and girls and a willingness to develop knowledge of the Violence Against Women and Girls sector.	• Knowledge of the Violence Against Women and Girls sector. • Understanding of public affairs, influencing or policy communications. • Understanding of media relations. • Awareness of emerging trends and innovation in digital communications.
Experience	• Experience of developing and delivering communications across a range of channels. • Experience of managing websites and social media platforms. • Experience of producing high-quality written content for a variety of audiences. • Experience of planning and delivering communication campaigns or projects. • Experience of building positive relationships with internal and external stakeholders. • Experience of monitoring	• Experience within the voluntary, public or third sector. • Experience supporting senior leaders with strategic communications. • Experience of media relations and drafting press releases. • Experience producing reports, consultation responses or funding communications. • Experience of photography, videography or graphic design.

Criteria	Essential	Desirable
	and evaluating communications activity using analytics and feedback.	
Skills & Abilities	• Excellent written and verbal communication skills. • Ability to communicate effectively with a wide range of audiences and tailor messages accordingly. • Strong planning, organisational and project management skills. • Excellent interpersonal and relationship-building skills. • Creative thinker with the ability to generate engaging ideas and content. • Ability to manage competing priorities and work independently. • High level of accuracy and attention to detail. • Ability to evaluate information and use insight to improve communications. • Demonstrates curiosity about emerging technologies and a willingness to explore the responsible and ethical use of Artificial Intelligence (AI) to improve communications and organisational effectiveness.	• Experience using Canva or similar design software. • Experience using website content management systems. • Experience using email marketing platforms and digital analytics tools. • Basic photography and video editing skills.
Personal Qualities	• Passionate about SBRCC's vision, mission and values.	• Experience of working within a trauma informed environment.

Criteria	Essential	Desirable
	• Creative, proactive and solutions focused. • Collaborative and supportive team member. • Excellent judgement, professionalism and integrity. • Adaptable and willing to embrace change and innovation. • Commitment to continuous learning and professional development.	
Qualifications	• Relevant qualification in communications, marketing, public relations, journalism or a related discipline, or equivalent relevant professional experience.	• Membership of a relevant professional body. • Relevant continuing professional development in communications, marketing, digital media or public affairs.
Other Requirements	• Ability and willingness to travel occasionally within the Scottish Borders and elsewhere in Scotland to attend meetings, events and organisational activities. • Willingness to work occasional evenings or weekends where required (with time off in lieu). • Commitment to equality, diversity and anti-discriminatory practice. • Commitment to undertake relevant training and continuous professional development.	• Full UK driving licence and access to a vehicle.

Tips on Completing your application form

As part of SBRCC's commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These tips are intended to help you to complete your form effectively.

- Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.
- The application form should be completed in black ink or typed.
- Section 5 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.
- Should you need to use an additional sheet of paper, please indicate the name of the post on the top of the sheet. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**
- Completing the Equal Opportunities Monitoring Form is optional but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.
- All applicants must complete all parts of the application form.
- Application forms must arrive on time, forms arriving late will not be considered.

General Data Protection Regulation (GDPR)

Collection of data

SBRCC will collect personal information about candidates through the application and recruitment process from candidates directly and from third parties including former employers and Disclosure Scotland.

The information you or a third party provides to us will be stored securely and will be treated as restricted information.

Retention of data

If you are successful in your application, your application form and additional recruitment information will form part of your personnel record and will be retained for 6 years after your employment ceases.

If you are unsuccessful in your application, the information you provide to SBRCC will be retained for 6 months.

Destruction of Personal Information

Once the above retention times have passed your personal information will be securely destroyed. We contract the services of a secure destruction company – SHRED-IT. When a personal record has been securely disposed of, we are given a certificate of destruction.