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| **Job Title:** | **Communications Officer (Maternity cover)**  |
| **Inspiring Scotland** | Inspiring Scotland is a registered Scottish charity and one of the world’s largest venture philanthropy organisations. We support over 200 charities across ten social-impact funds, manage £20m of charity grant-making each year and have over 30 employees. We are passionate about addressing inequality and improving the lives of people living in Scotland’s most vulnerable communities. Inspiring Scotland was formed to tackle the long-term, entrenched social problems faced by Scotland. Inspiring Scotland tackles these problems by raising funding from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing specific themes such as youth employability, outdoor play and learning, community development and mentoring for care experienced and vulnerable young peopleWe are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work. We are a flexible employer having won or being shortlisted for national Family Friendly Awards three times and offer an excellent benefits package. |
| **Role Summary**  | The Communications Officer will support the Communications Executive in planning and delivering communications for Inspiring Scotland and all its funds. The Communications Officer will help to write, edit, co-ordinate and publish content across various channels including the website, social media, and print and online marketing materials. We are looking for confident communicator with skills and experience in communications, PR, marketing or journalism. Strong interpersonal skills are a must as the role will involve engaging with people at all levels and acting as an ambassador for Inspiring Scotland. The Communications Officer will be required to develop successful working relationships with colleagues, the media, partner charities, and stakeholders from a range of organisations. The role offers the opportunity to bring creativity, fresh ideas, and enthusiasm to enhance existing plans at an exciting time for the organisation’s development. This role would be ideal for someone who is excited to be part of a vibrant and effective charity which offers a culture of team work and flexibility. Most of all we want someone who will share Inspiring Scotland’s values, by being bold, compassionate, knowledgeable and effective. |
| **Working arrangements** | Full-time, 35 hours per week.Your main base will be the Inspiring Scotland office in Edinburgh but you may be required to undertake some travel for meetings and events. Inspiring Scotland is a family friendly and flexible employer looking to ensure a work home life balance for all employees.  |
| **Reporting to** | Communications Executive |
| **Key relationships** | Internal: Communications Executive; Senior Management Team, Administrative & Delivery teams, Board of DirectorsExternal: Investors, Inspiring Scotland Charities, Government & Supporters  |
| **Salary**  | £24,5009.25% employer pension contribution, benefits package and generous holiday package.  |
| **Role purpose** | **Key Accountabilities/Responsibilities** |
| Implementation of Inspiring Scotland’s communications strategy by planning and delivering communications across multiple channels for Inspiring Scotland and all its funds. | 1. Work with the Communication Executive to develop and deliver comms strategies across the organisation and its different funds.
2. Increase Inspiring Scotland’s profile across social media, traditional media and with key stakeholders and organisations
3. Write and edit press releases, articles and statement for the Organisation and on behalf of colleagues.
4. Work proactively with media to create new profile-raising opportunities and respond to any media requests for comment.
5. Write, edit, design and produce print and online marketing materials
6. Create and publish engaging content for the website and social media and manage and expand Inspiring Scotland’s social media accounts.
7. Work closely and actively engage with colleagues across the organisation to implement communication plans and campaigns which also support their needs.
8. Support the management of Inspiring Scotland’s brand to ensure all communications content is reflective of mission and vision.
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| **Qualifications**  | Educated to degree level/ or equivalent work experience/ or Professional Qualification |
| **Essential skills** | * Excellent written and verbal communication skills;
* Social media management and awareness of new and emerging online tools;
* An understanding of media and public relations and a familiarity with the Scottish media landscape;
* Familiarity with the design, production and media programmes of the Adobe Creative Suite;
* Editing and proofreading;
* A good understanding of marketing and branding;
* Strong interpersonal skills and the ability to work effectively with a range of people, as well as independently;
* Excellent time management and the ability to meet tight deadlines and multitask;
* A strong attention to detail;
* Fully computer literate.
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| **Desired experience** | * Experience in a communications or marketing role developing, implementing and monitoring communications plans.
* Experience of developing relationships and working with the media in Scotland.
* Experience of writing and creating media and brand content.
* Awareness of current and emerging communication tools.
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| **Personal attributes needed in this role** | Creativity and enthusiasm are a must. As is a deep appreciation of the power of written word and visual communication tools to engage people in new ideas. 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 proactively seek out new opportunities. An ability to show empathy and sensitivity towards those who have faced disadvantage in their lives and to represent these stories in an appropriate way is vital.This role would suit someone at the early stages of their communications career. It is a great opportunity for someone to hone their skills and experience working for a bold and innovative organisation, and to further their understanding of complex social issues and the challenges involved in working to solve them.   |
| **To apply**  | For an informal conversation about the role please contact Grant Collinson grant@inspiringscotland.org.uk Tel: 0131 442 8761 Apply by **Monday 15th October 2018 at 12pm.** As well as a CV, please provide one side of A4 side outlining how you would use your combination of skills and experience to move Inspiring Scotland forward as it enters its 11th year - taking into account our brand values and personality, and the resources available. Interviews will be held on week commencing 22nd October in Edinburgh.  |