



Role: **Communication, Engagement, and Administrative Officer**

Purpose: As a member of the Development Team, provide expertise and support to the work of Scottish Attachment in Action in our communications, our engagement with members, partners and networks, and across a range of administration.

Job Description

Main duties

To support SAIA's communication and engagement with our members, networks and wider community to ensure the quality and reach of our resources, information and messaging

To maintain and co-ordinate our website content and social media channels, including identifying opportunities to profile SAIA's work to new and existing audiences

To engage positively with Trustees, members, partners and the wider community on behalf of SAIA with the intention of promoting, supporting, developing our work, and growing our community

To support the effective maintenance and development of the organisation's record and administrative procedures and systems

To support the planning and arrangements for the delivery of training, events, and Conferences, including the design of public and promotional material

To undertake a range of administrative tasks such as organising meetings, invoicing, evaluation of information (for example from Survey Monkey), office procurement, occasional minute taking, and similar tasks as required

To seek to contribute positively, where appropriate, to the work, values and ambition of SAIA.

Person Specification

Values, Skills and Qualities

Essential

- Experience of using social media and digital marketing in a professional capacity, including Twitter, Facebook, Instagram, Mailchimp and LinkedIn
- Proficient ICT skills with the ability to use Word, Excel and Power Point software
- Able to work with others in a relational and solutions focused manner
- Strong organisational and planning skills capable of event management and co-ordinating training arrangements, including ability to use platforms such as Eventbrite and PayPal
- Administrative experience in organising meetings as well as ability or willingness to take notes and minutes
- Strong organisational skills and the ability to plan, manage and prioritise workload while meeting deadlines
- Ability to work on own initiative, requiring minimal supervision and as a member of a small team
- Strong and demonstrable commitment to and sharing of the values and purpose of SAIA

Desirable

- An understanding in the importance of attachment
- Educated to HNC level in a relevant subject
- Experience of web editing, for example CMS systems
- Experience of using Adobe Acrobat DC.

Note on Terms and Conditions

The role will be up to 10 hours a week, and much of the work can be undertaken from home. You will, however, be expected to attend team or Trustee meetings in the West of Scotland monthly, and events across Scotland, from time to time.

Remuneration is £12.50 to £15 per hour.

Like all SAIA role holders, you will be self-employed.

December 2020