

ENGENDER

Communications and Engagement Officer (EMCC)

Job Description

Salary: £29,770.51 pro rata (£22,327.88)

Pension: 8% employer contribution

Hours: 0.75 FTE – 26.5 hours/week*

*Engender is currently trialling a 4-day working week. During this trial, working hours have been reduced with no impact on salary (22.5 hours for this post). The outcome of the trial will determine whether Engender adopts this approach longer term.

Leave entitlement: 39 days pro rata (29 days/205 hours*) *176 hours during 4DW trial.

Location: Glasgow or Edinburgh. The post holder will be required to be in the office as needed for meetings and available for occasional events. However, home-based or hybrid working is available outside of these times.

Responsible to: Project Manager, Equal Media and Culture Centre.

Purpose:

In this role, you will work closely with Engender's Communications team to ensure our work is effectively communicated in innovative and accessible ways to our key audiences – diverse communities of women, women's and equalities organisations, the media, government and wider civil society. You will be involved in helping shape a wide variety of materials and outputs that support our broader advocacy and campaigning aims.

This role will also specifically lead on delivering a creative, engaging communications approach and content for Engender's Equal Media and Culture Centre (EMCC) project. EMCC focuses on gender equality within Scotland's media and cultural landscape. It researches and monitors issues of equal representation, inclusion, gender stereotyping and women's right to cultural participation. It also involves collaboration between researchers, the women's sector, and leaders and creators from the media and cultural industries.

The role will actively engage our key audiences and partners, particularly diverse groups of women to advance intersectional gender equality, and specifically in the media, creative and cultural sectors in Scotland.

The role involves working closely with colleagues from across the Engender team.

Main duties

Strategic Communications

- Supporting the delivery of a communications strategy on Engender's media and culture work
- Engagement with media and culture practitioners, and other audiences
- Following relevant feminist news, policy and research developments in Scotland and internationally
- Working collaboratively with colleagues to maximise the quality and impact of Engender's overall comms and engagement work

Co-ordination of external communications

- Identifying and responding to opportunities to engage media and press
- Coordinating digital engagement, including social media campaigns
- Directing content creation including commissioning of blogs, video, podcasts and other outputs
- Utilising design software and video editing to create engaging digital content
- Coordinating the production of publications, ensuring the consistency of branding
- Managing website development and maintenance

Developing and facilitating external engagement

- Contributing to the delivery of participatory events; online and in-person
- Representing Engender and EMCC at stakeholder events and other engagement opportunities

General duties

- Ensuring that the different lived experiences of women in Scotland, particularly those of marginalised women, are reflected in our comms work and that diverse audiences engage with it.
- Participating in organisational planning and strategy development and team building
- Participating in evaluation processes, internal updates and future funding proposals

Person specification

Essential:

- Excellent written communication skills and experience of producing content for a variety of audiences
- Experience of coordinating digital communications, including websites and social media, and how to utilise their potential
- Experience of video-editing
- Ability to work collaboratively with a team and partner organisations
- Competent in using own initiative, managing work and responding to opportunities effectively
- A strong commitment to equality, human rights, and accessibility in communications and engagement

Desirable:

- Experience in small-scale events management
- Publishing experience including copy editing and proofreading
- Experience of using Canva and other design software
- Understanding how to engage and work with the press
- Understanding of the media and culture sectors in Scotland

Equalities statement

Engender exists to promote women's equality in Scotland and to challenge the intersecting discrimination that persists in our society and communities. To do this effectively, it is crucial that our team understands and reflects a diversity of perspectives. We therefore encourage and support applications from people from a range of backgrounds, including those that may be under-represented in the Voluntary Sector in Scotland, including but not limited to, people from minority ethnic communities, people with disabilities, LGBTI communities and people who have experienced economic deprivation.

To ensure that our staff thrive and succeed at Engender, we are continuously working to create a workplace that is inclusive, accessible, flexible and fair, and where differences in background, culture, identity and lived experience are valued and respected.



Application notes

If you have any questions, please get in touch via recruitment@engender.org.uk.

Read the [application guidance here](#).

Apply at engender.org.uk/jobs.

Closing date: 7am Monday 12th February 2024.

Anticipated dates for interview: Monday 4th and Tuesday 5th March.

