

Communications and Engagement Assistant (1 year post)

Job Description

Salary: £ 21,218.04

Pension: 8% employer contribution

Hours: Up to 35 hours / week – hours negotiable

Leave entitlement: 38 days (including public holidays)

Location: 10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ (home-based while COVID-19 lockdown measures are in place)

Responsible to: Communications and Engagement Manager

This post is funded for one year and it is not expected to be extended.

Purpose:

To contribute to the work of Engender by assisting with member engagement, communications systems, and press work. This is a one-year post, which we do not envisage being extended. The focus of this role, therefore is on developing strong sustainable systems.

Specific Duties:

- Develop and maintain Engender contacts databases and mailing lists, including press contacts;
- Create an archive of Engender's press coverage and quotes given;
- Create engaging content for Engender's website and e-newsletters;
- Assist with the coordination of events including public events, roundtable meetings, and webinars (online while lockdown measures are in place);
- Develop and distribute a member survey to support the creation of future member engagement plans;



- Produce Engender publications, including editing, proof-reading, and working with external designers;
- Ensure that Engender' outward-facing communications are accessible, engaging and in line with style guidelines, including editing previous publications where necessary, and creating templates for future communications.

Person Specification

Essential:

- Commitment to feminism
- Proficiency in ITC including Excel, Outlook, and the rest of the Microsoft office suite
- Strong organisational skills, and able to effectively prioritise tasks and work flexibly as part of a small team
- Ability to work independently and self-motivate
- Strong communication skills including ability to write for a range of audiences
- Experience of working on events and understanding of different ways of making events inclusive and accessible

Desirable:

- Experience of creating and managing contacts databases
- Experience of web-editing (including WordPress or other CMS systems)
- Experience of membership coordination
- Experience with marketing and/or branding
- Experience of processing PayPal payments and gift aid
- Experience of using social media analytics
- Understanding of equalities and campaigning organisations in Scotland

