

STRATHERRICK AND FOYERS COMMUNITY TRUST

SFCT - CREATING EMPLOYMENT IN STRATHERRICK AND FOYERS

The role is funded for three years by the Scottish Government's Strengthening Communities Fund

Contract role: Communications and Events Officer

Accountable to: Trust Manager

Responsible to: Stratherrick and Foyers Community Trust

Salary: £10 per hour

Hours of work: up to 7 hours per week

Location: Wildside Centre, Whitebridge IV2 3UN or remote working

Notice period: This contract may be ended for any reason by each party giving 30 days' notice.

Job Objectives

Stratherrick & Foyers require a Communications and Events Officer for 7 hours a week. This will provide a resource and assistance to SFCT the provision of communicating to and from the local community. You will organise and effect the publications and publicity of SFCT including newsletters, magazines, website, social media, flyers, posters, local and national media.

You will also support the Events organised by SFCT.

The role can be home based with occasional visits to our office at Whitebridge

There are no supervisory tasks associated with this role.

Job Duties and Accountabilities

- Maintain and update the SFCT website and ensure coverage on other appropriate online websites.
- Produce the monthly newsletter and co-ordinate appropriate content, liaise with printers and ensure effective distribution.
- Produce the twice-yearly magazine and co-ordinate appropriate content, liaise with printers and ensure effective distribution.
- To communicate with our Members via email and ensure with our Administration Officer that the CRM is maintained effectively.
- To maintain and update social media and ensure two-way effective communication of activities on other platforms.
- To arrange and monitor a high standard of publicity and distribution for all events and activities relating to the work of SFCT.
- To ensure coverage in local and national media for the work of SFCT.
- To assist in SFCT Events.

- Such duties as deemed necessary by the Trust Manager in keeping with the post.
- Attend meetings as appropriate. Keep the agenda and notes of the Communications and Events Meeting.

Required Skills and Competencies

Essential

- Ability to plan, prioritise and organise work activities.
- Logical and diligent with attention to detail.
- Appropriate IT skills.
- Ability to communicate clearly both orally and in written format to a high standard.

Desirable

- Knowledge and experience of working with the public, private and voluntary sectors.
- Understand of community development trusts or similar types of organisations.

Qualifications Required

A high level of English and some communication experience would be an advantage. If you would like further information or an informal discussion about the role, please contact: Tony Foster on 07734 884320 or e-mail at tony-ceo@sfctrust.org.uk

Remuneration

- £10 per hour

Holiday entitlement

- 35 days per annum, pro rata

Pension

- SFCT has an opt in pension plan.