



**Social
Investment
Scotland**

JOB SPECIFICATION

Communications

COMMUNICATIONS ASSISTANT (10 MONTH CONTRACT)

September 2022

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Communications

SALARY

Circa £21,000 full time equivalent

RESPONSIBLE TO

Communications Manager (interim)

LOCATION

Hybrid working. Primarily from home with some office-based days in Edinburgh.

CONTRACT TYPE

Part-time, temporary (10 months, starting late November 2022, 28 hours per week). Exact days will be agreed with post-holder.



Social Investment Scotland

Our values

- Purpose: we are purpose driven- we are committed, innovative and impactful;
- Integrity: we do what we say- we are reliable, honest and consistent;
- Unique: We embrace the power of difference- we are inclusive, open and ethical;
- Partnership: We grow strong partnerships- we are collaborative, confident and respectful.

About us

Social Investment Scotland (SIS) are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

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Our strategy to 2030, Building an Impact Economy, highlights our approach to enabling social and environmental impact through our society and economy. By 2030, we aim to provide 5,000 enterprises with the tools, support, inspiration and connections to create greater social impact; and to connect 5,000 social entrepreneurs, enterprises and third sector organisations with mission-aligned investment and support.

Our team is flexible and open-minded and really gets to know the social enterprises and charities that we engage with, so that we can support their work with creative and effective finance and support solutions.

Purpose of role

As SIS's Communications Manager takes Maternity Leave, other members of the Communications team are taking on additional responsibility to cover her role. This Communications Assistant role will deliver key tasks and complete maternity cover arrangements. We are seeking a proactive and talented Communications Assistant, passionate about social aims, to join our team and support in achieving SIS's ambitious goals.

SIS activity spans loan and equity investment, market building (webinars, workshops, expert support and events) and influencing those around us to operate with responsible business practices. The Communications Assistant will ensure SIS articulates our offering, engaging with target audiences through our digital presence and particularly SIS websites and social media channels.

Responsibilities

This is a broad communications role delivered by the Communications Assistant working with the SIS interim Communications Manager, the interim Digital Content Manager, and other SIS colleagues. The Communications Assistant is responsible for:

Responsibilities

- Social Media planning and execution across all SIS channels.
- Producing simple graphics appropriate for social media, events and survey software (for example Canva, Eventbrite, Typeform).
- Updating SIS websites ensuring all content is relevant, up to date and supports the SIS mission.
- Proactively monitoring SIS's presence on partners' websites ensuring content is relevant and up to date.
- Assisting in the design and delivery of the SIS monthly newsletter (Mailchimp) and other publications.
- Assist in offline promotion of SIS activities as required.
- Assist in collation, writing and proof-reading of case studies, blogs and other reports, and other adhoc requests that support the SIS team.

What we're looking for

- Social media experience and know-how (Hootsuite, Twitter, LinkedIn, Facebook).
- General tech fluency – the ability to maximise impact through digital channels.

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- Experience of Wordpress, Umbraco, Hootsuite, Canva, Mailchimp or similar equivalents, and ability to learn new packages easily.
- An eye for design – an appreciation for consistent and beautiful branding.
- Understanding of search engine optimisation (SEO) and ability to incorporate SEO best practice as part of SIS's digital presence.
- Written and verbal communication skills.
- Unfailing attention to detail.
- Occasional travel to other locations to support SIS activities.
- Ability to manage and organise a busy workload and to clearly communicate progress to team members.
- Proficiency in Microsoft Office.

Benefits of working at Social Investment Scotland

We will ask a lot of successful candidates- but in return working life at SIS offers:

- The privilege, and responsibility, of working for a leading organisation with an ambitious mission.
- Competitive salary and benefits package
- Flexible working arrangements
- A range of formal and informal training and learning opportunities
- 39 days holidays (pro rata for part-time staff, including mandatory days for Christmas and New Year)
- Free tea and coffee (when in the Edinburgh office)
- Hybrid working arrangements. Our team is primarily based at home with occasional days in SIS's Edinburgh-based office (agreed on case-by-case basis). Team members can also use community working venues. Face-to-face attendance at team events is expected; these events are usually in Edinburgh, although may take place in other locations in Scotland.
- Team social events

How do I apply?

At SIS we use a blind recruitment process via our partners at Be Applied.

Please see the following link to apply [Communications Assistant \(part-time 28 hours per week; maternity cover\) - Social Investment Scotland - Applied \(beapplied.com\)](#)

Closing date for applications is 8pm on Sunday 23 October.

Shortlisted applicants will be invited to interview on either Tuesday 1 or Wednesday 2 November 2022.