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**Communications Co-ordinator**

**Part time - 20 hours per week**

**Annual salary: £15,000 (pro rata on £30,000)**

**Closing date: noon on Friday 8th June.**

This is one of 2 new posts that will support the community development Outside the Box does across Scotland and the development of the organisation.

**About Outside the Box**

Outside the Box was established in 2004. We provide development support, shared learning and capacity building for people who want to make changes in their communities.

* We provide advice and development support to small groups led by people who are looking for support in their own lives or their communities and often develop new activities in partnership with them.
* We develop projects that test out and raise awareness of new approaches.
* We deliver projects that provide innovative peer support and other services that are led by the people who use those services.
* We develop resources that then provide practical or community development support to a much larger number of people.

The people and groups with whom we work are mostly those affected by disadvantage or who feel that they do not have a voice: they include older people, people with disabilities, people with mental health problems and people affected by addictions.

We aim to promote equality and diversity throughout the work we do and in how we work.

Over the past year or so we have been growing the range and level of work that we do.

* We have more staff – currently 15 people, 8 part-time and 7 full-time
* We work across more locations – Borders, Falkirk, Angus, Perthshire and Aberdeenshire as well as our main base in Glasgow
* We have around 30-40 projects each year, each with their own participants, partners, audiences and funding.

Our initial working approaches and systems were designed when the organisation was smaller. We are now looking at the way staff get the support they need to deliver our community development work. This includes learning around how we work as a team and practical arrangements such as shared files. Recruiting new colleagues to this post and a Finance-Co-ordinator post are part of this step-change in the development of the organisation.

**About this role**

We are looking for someone to help us expand our communications.

These are the outcomes that we want to achieve. You will be working alongside others in the team to make them happen.

* We are improving and extending the ways OTB gets our messages out to the growing range of people we want to reach. This includes reaching people who use digital communications and those who don’t use those forms of communication.
* We are reaching more potential partners, funders and customers.
* We are showing our strengths and achievements and people outside the organisation understand what we contribute.
* The OTB team and the people we work alongside are contributing to the development of policies and strategies at local and national levels. This happens because the people who make these decisions and plans are hearing from us and understand about the issues we are working to address.
* Our publications continue to be good quality and we are devising and using more creative ways to communicate. More people know how to find our publication and they have a growing impact.
* Our digital presence is having a strong impact as part of our wider communications.
* Members of the team can find information easily – this is both for the materials they need as part of project work and for the internal day-to-day working.
* We are able to give good communications support to people in community groups, such as effective posters for local events and increasing the ways they reach their target audiences.
* Members of the team and the board are confident that we are handling personal information in a respectful and sensible way that meets the regulation and good practice requirements.

Your role is to co-ordinate and support the communication elements of all aspects of our work. This includes:

* Providing day-to-day support on all aspects of external communications to colleagues across the OTB team, such as proof reading and planning dissemination
* Taking the lead on some aspects of our external communications
* Working with the graphic designer to ensure a high standard of design across our work
* Keeping the systems for effective internal and external communications under review and develop these as circumstances change and opportunities emerge
* Co-ordinating our information handling to meet GDPR, Information Commissioner and other formal requirements
* Supporting the team to make best use of the spend on publications and other communications, and co-ordinating this part of budgets across our work
* Working with the Finance Co-ordinator and colleagues to keep internal office systems under review and operating smoothly.

**These are the qualities and experience we want this person to bring**

* Excellent writing skills, in a variety of formats
* Attention to detail and the ability to edit other people’s work respectfully
* Experience of engaging communities on social media
* An ability to translate often complex and sensitive ideas for diverse audiences
* A strategic approach to developing communications plans for events, campaigns or projects
* The ability to juggle competing deadlines and projects
* Experience of using multimedia software, whether online or desk-based packages
* Experience of producing and of project managing the production of printed reports and other materials
* Experience in the voluntary sector, whether in a paid role or as a volunteer
* The confidence to approach people for interviews
* Understanding of and sensitivity to the challenges of sharing personal stories
* Experience of monitoring and evaluating the impact of communications work

**How we work**

This role description is an outline of the post and not an exhaustive list of duties and responsibilities, as the work we do requires a flexible approach and being able to respond to the ways projects develop. The post holder may be expected to carry out other duties and responsibilities which may reasonably arise in the course of their employment.

This post is based at the office in Glasgow.

It is part-time and there is flexibility in the pattern of working, subject to agreement with the chief executive.

Your line manager is the chief executive and you will report directly to her.

We plan and are accountable for the work through project planning and monitoring systems that include team meetings, professional supervision, individual work plans and timesheets.

Professional support comes from within the staff team and the board plus training and advice from external sources when needed.

The staff and board together bring a range of skills and experiences. We all contribute and we all learn from other people. Everyone is expected to be adaptable and able to work with a wide range of people and situations.

When part-time staff do similar work for other people or organisations, we deal with this in an open and sensible way and aim to find ways of handling this that are fair to all the people involved.

***This post is not expected to be covered by the Protection of Vulnerable Groups or Disclosure arrangements. However, all staff may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.***

**More information**

Our website is a good source of information about what we do: [www.otbds.org](http://www.otbds.org)

We will try to answer questions people have about the post. The first contact for this post is Christine Ryder who is one of the Project Workers.

You can contact us by email – which is usually easiest – or by phone:

Email: [Christine@otbds.org](mailto:Christine@otbds.org) Phone: 0141 419 0415

**How to apply for the post**

**What you should send**

Please provide 3 things:

1: A CV, explaining what your experience is.

* You should list the work you have done and what your role is in relevant posts
* You should list the training and qualifications you have.
* We are interested in people’s life experience when it is relevant to this post, such as hobbies and roles you do on a voluntary basis, as well as paid work.

2: A short note on what you bring to the role and how you would approach achieving the outcomes and tasks we have described here.

3: The names of 2 people who will give you a reference.

* They should know you in roles that are relevant for this type of post.
* We will not contact anyone for a reference until after the interview stage.

There is no application form.

**Where to send applications**

The closing date for applications is noon on Friday 8th June.

You can send an application by post or by email:

Email: [Christine@otbds.org](mailto:Christine@otbds.org)

Post: Unit 3.10, The Whisky Bond, 2 Dawson Road, Glasgow G4 9SS

We are interviewing for both this and the Finance Co-ordinator post during the week of 18th June.

* There will an informal opportunity for people shortlisted for the 2 posts to meet people involved with Outside the Box on Tuesday 19th.
* The panel interview for the Communications Co-ordinator post is on Wednesday 20th June.