

Chartered Society of Physiotherapy

Job Description

Job title:	Engagement Support Officer
Grade:	4
Directorate:	Strategy, Policy & Engagement
Line Manager:	Public Affairs and Policy Manager for Scotland
Working closely with:	Senior Negotiating Officers, Professional Adviser for Scotland, Regional Stewards, Country Board members
Main Purpose of Job:	To support influencing and engagement in Scotland

Main Duties and Responsibilities:

1.	Supporting all the officers in Team Scotland in delivering influencing activity
2.	Supporting the Public Affairs and Policy Manager for Scotland with campaign logistics, data records, and information
3.	Organising CSP attendance at external conferences and events in Scotland; including booking venues, catering, arranging promotional materials and liaison with CSP staff or members attending
4.	Organising CSP events in Scotland, including CSP Scottish Board meetings, by booking venues and catering and managing attendance booking, compiling papers for events, liaison with speakers
5.	Ensuring timely liaison with member volunteers/activists, updating iCSP networks and Scotland web pages
6.	Briefing the Enquiries Team on Scottish campaigns and activities to enable them to deal with member queries
7.	Ensure the smooth running of the Scotland Office including dealing with phone enquiries, liaising with suppliers, CSP ICT, Facilities and Finance Teams as required

The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSE D BY APPLICAT ION/ INTERVIE W/ TEST (A/I/T)
Educational Requirements		
A' level or equivalent by experience.	E	A
Previous Experience		
Experience of membership organisations	D	A
Experience of managing office systems	E	A/I
Experience of organising events	E	A/I
Experience of supporting lobbying or campaigning activity	D	A/I
Professional/Technical and Occupational Requirements		
Proficient in Microsoft Office, Excel and Outlook	E	A/T
Skills and Knowledge		
Excellent written and oral communication skills	E	A/I/T
Other Requirements		
Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
An awareness of/commitment to trade union principles	D	A/I