

Communications and Events Coordinator (Maternity Cover)

Job Description

Hours:	28 hours per week with opportunities for flexible working. SIDA currently operates a 4 day working week which is implemented pro rata for part-time positions
Salary range:	£28,000-£30,500 FTE
Location:	Hybrid – Edinburgh office at least 1 day per week
Job type:	Fixed contract maternity cover
Reports to:	Head of Policy and communications
Annual Leave:	29.5 days (including public holidays) 37 FTE

About the role:

Working closely with the small team at SIDA this post will promote the work of SIDA through the provision of high-quality digital communication to our members, external stakeholders and the general public, and provide logistical, digital and administrative support for a range of member events including our annual conference.

The Communications and Events Coordinator will develop engaging content for use across SIDA's digital platforms, including the Member Hub, and be proactive in finding new ways to share messages and reach a wider audience. The postholder is responsible for putting together, disseminating and promoting a monthly newsletter.

The post will contribute to a variety of projects and initiatives, and a willingness to collaborate and work closely and flexibly with colleagues is essential.

Responsibilities

- Support the implementation of SIDA's communications strategy
- Build digital assets to raise awareness of SIDA's activities and services; engage the public; and promote the work of members
- Gather content, write copy, and produce an engaging monthly newsletter about SIDA and the sector
- Manage and develop initiatives to grow SIDA's Member Hub
- Maintain and deliver a social media schedule and seek opportunities to reach new audiences
- Manage and maintain the front-end of SIDA website
- Provide communications, technical and administrative support for events run by SIDA
- Assist with responding to general enquiries and correspondence from members, key stakeholders and members of the public
- Provide general digital and design support as and when required
- Any other tasks as may be reasonably required

Skills, knowledge, experience

Essential

- Excellent written communication skills and experience in producing content relevant for websites, social media, publications and leaflets across a range of audiences
- Strong attention to detail, with an ability to synthesise specialist information into clear, readable copy
- Good design skills and experience of creating engaging content using Canva
- Experience of utilising scheduling software (Hootsuite) and promoting engagement on social media
- Experience maintaining and updating front-end of website
- Ability to work with minimal supervision and to deadlines
- Ability to multi-task and prioritise workload effectively
- Strong administrative skills
- Commitment to the values of SIDA, and supporting the role of SIDA in working towards a decolonised, actively anti-racist approach
- Works well as part of a team

Desirable

- Relevant experience in the development and delivery of communications and campaigns strategies
- Experience of gathering and organising content for monthly newsletters, researching relevant news articles and updates across the sector
- Experience maintaining and growing online communities
- Interest or experience in global sustainable development
- Creativity - an ability to tell compelling stories using a range of formats and media
- Experience of supporting in-person and hybrid events
- Experience of putting together and marketing podcasts