

Communications & Administration Assistant

With more than one hundred member organisations, Scotland's International Development Alliance is the membership body for everyone committed to creating a fairer world, free from poverty, injustice and environmental threats. Our work facilitates connections across the international development sector to improve impact and effectiveness. Our network has a uniquely global reach, with members working in more than 140 countries with a wide range of specialisms.

We are seeking to recruit a part-time Communications & Administration Assistant to join us in 2018 to maintain our social media presence and support the team in delivering high quality training and networking events for our members. The role would suit a recent graduate, post-graduate student or returnee with an interest in international development.

Job Description

Line manager:	Finance & Administration Manager
Hours:	21 hours per week
Salary:	£15,703 FTE, pro-rata
Location:	Office based in Edinburgh
Contract:	Fixed term contract to March 2020

Purpose of Job

To support Scotland's International Development Alliance in developing and maintaining its outward facing communications with member organisations, other actors within the international development sector and the wider public. To assist with administering internal monitoring and evaluation systems, and support the team in the delivery of their work with member organisations, aimed at strengthening the effectiveness and impact of the international development sector in Scotland.

Responsibilities

Communications:

- Maintain and increase social media activity for the Alliance;
- Identify and publicise members' events, vacancies, and campaigns;
- Collate and write web content for online dissemination of funding opportunities and relevant news items;
- Provide social media support before and during Alliance events;
- Support development of reporting systems for The Alliance's social media platforms;
- Support production of the monthly newsletter;
- Support production of the annual impact report;
- Expand The Alliance's image bank for use on social media, website, and printed materials.

Events Administration:

- Support the organisation and administration of Alliance events and training programmes;
- Assist with documenting and follow up of training and events programmes.

General Administration:

- Assist with the administration and maintenance of Alliance information databases;
- Assist with maintenance of Customer Relations Management database and the consultants directory;
- Assist with responding to enquiries from members, key stakeholders and general public;
- Support all members of the team as required to ensure the smooth running of all Alliance activities.

Person Specification

Please explain how you meet the following criteria in your application.

Knowledge & Experience	Essential	Desirable
Educated to degree level	<input type="checkbox"/>	
Knowledge of international development and / or a demonstrated interest in international development	<input type="checkbox"/>	
Experience using online communications tools and social media	<input type="checkbox"/>	
Experience of general office administration	<input type="checkbox"/>	
Experience of working or volunteering in a charity		<input type="checkbox"/>
Experience of organising events		<input type="checkbox"/>
Skills		
Ability to work to a high level of accuracy with good attention to detail	<input type="checkbox"/>	
Good oral and written communication skills	<input type="checkbox"/>	
Ability to use social media platforms in a professional context	<input type="checkbox"/>	
Ability to write web content	<input type="checkbox"/>	
Sound IT skills, use of all Microsoft packages, including Excel	<input type="checkbox"/>	
Ability to work on own initiative in support of team objectives	<input type="checkbox"/>	
Personal Attributes		
Ability to work to deadlines	<input type="checkbox"/>	
Enthusiastic and self-motivated	<input type="checkbox"/>	
A good team member, able to work positively with others	<input type="checkbox"/>	

Applications

To apply, please complete the Application Form and return it by email to jobs@intdevalliance.scot

CVs will not be accepted. All applicants will be asked to provide evidence of their right to work in the UK.

We are an equal opportunities employer. Office hours are 9am – 5pm, with some flexibility to fit part-time hours around other commitments of post-holder.

Closing date: Friday 5th January 2018, 5pm

Interviews to be held on Wednesday 24th January at Hayweight House in Edinburgh.

Starting date: Feb / March 2018

Scotland's International Development Alliance

4th Floor, Hayweight House

23 Lauriston Street

Edinburgh, EH3 9DQ

0131 281 0897

www.intdevalliance.scot

@NIDOSNetwork

Registered Scottish Charity SC035314 / Company No. SC307352