

Kickstart funded: Communications and Media Officer

Contract: 6Months contract, 25hours per week

Salary: National Minimum Wage plus National Insurance and Pension Contributions

Closing Date: 30th June 2021

Applications should be submitted via your work coach. If you have questions about the role please contact info@scottish-orienteering.org

Role Outline

The Communications and Media Officer will work closely within staff team to deliver consistent and professional communications to our members and out with our organisation. They will be responsible for the communication of our new strategy and ensure our communication channels are all update regularly. Our key objective is to raise the profile of our sport and improve our connections with our existing members through timely and appropriate communication. The Communications and Media Officer will be responsible for working with volunteers and Communications Director to produce a monthly newsletter and a quarterly members magazine. As part of the role, we need someone who is computer literate, confident in the use of social media and has some experience of a WordPress website. The person will need to be a self-starter and have the ability to work independently as well as part of a team. Ideally the person would be passionate about sport and would take pride in raising the profile of orienteering.

The Communications and Media Officer will work closely with the Chief Operating Officer to update the Scottish Orienteering website so working knowledge of Word Press is an advantage. They will ensure the communications are timed and aligned to go out on all our channels as well as exploring opportunities to better our communication strategy to reach new audiences.

Preferred Skills and Experience

- Working knowledge of WordPress.
- Confident in the use of social media channels.
- Computer literate and confident in the use of Microsoft and Google software.
- Ability to write a press release and liaise with media organisations.
- Confident in communicating on behalf of an organisation in a professional manner.