

South East Integration Network



Job Description

Job Title: Communications & Admin Officer
Location: SEIN Office in Govanhill, Glasgow
(some homeworking may be required)
Reporting to: SEIN Development Manager
Hours of work: 20 hours per week
Contract: Funded for an initial 3-year period
Salary: £22,000 Full Time Equivalent
Application Deadline: Sunday 25th October (midnight)

The South East Integration Network (SEIN) is an active network of community groups and organisations which work across the south east of Glasgow providing services & activities which celebrate diversity & support community integration. Our vision is to foster a positive, cohesive community, free from discrimination and racism in which people from all backgrounds and cultures are valued and equally able to participate in the community. We connect our member groups & organisations through monthly meetings and digital platforms; supporting their work, sharing what they are doing & encouraging partnerships.

This is a time of development for SEIN & we are excited to be in a position to look for a new member of staff to support our growing network.

Role:

Sharing information, in an engaging & accessible manner, is central to the work of SEIN & feedback from our members tells us how much this is valued. The Communications & Admin Officer will make this happen; building on our existing channels, & creating new ones, as the network grows. They will create a communications strategy & manage SEIN's digital communications; including collating & distributing information in regular newsletters; developing a strong presence on social media; writing news & blog posts for the SEIN website, keeping the SEIN website up to date, & developing promotional materials. The role also includes administration & front-of-house tasks such as taking minutes at monthly network meetings; supporting the organisation of meetings & events; assisting with the development & management of the SEIN office; taking phone calls & welcoming people to the SEIN office.

The post-holder should share the values of SEIN & should be able to demonstrate the ability to work well in a small team.

Key responsibilities:

- Create a communications strategy for SEIN
- Write newsletters
- Write news and blog posts for the SEIN website
- Keep the SEIN website up to date & monitor its usage
- Develop and manage SEIN social media accounts
- Develop SEIN promotional material
- Take minutes at monthly SEIN meetings

- Carry out office admin (such as managing the SEIN library, organising resources, ordering office supplies etc.)
- Support the organisation of events, such as monthly SEIN meetings & training for members
- Take phone calls & welcome people to the SEIN office
- Support the SEIN Development Manager with other tasks as required

Application Notes

SEIN is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people with the appropriate skills from all parts of the community.

In line with Covid-19 regulations, some homeworking may be required. We will be supportive employers in helping make sure this is possible for you.

Please send a CV and covering letter to info@seinglasgow.org.uk by **midnight on 25th October 2020**.

In your covering letter, please explain how you meet the person specification and give examples of relevant experience.

You will be expected to provide two references if you are invited to interview.

You are invited to complete an Equal Opportunities Monitoring Form. Please send this in with your application (the form will be separated from your application on receipt).

If you have any questions about the application process, or would like to discuss the role, please contact Ruth: info@seinglasgow.org.uk / 07749902684