

JOB DESCRIPTION

Job Title:	Networks and Communications Officer
Salary Grade:	Grade 5 – £24,871 - £27,116 (appointment will be made at lowest point on scale) plus 12.5% employer pension contribution
Location:	Home based (with home-based allowance), with regular travel across central Scotland
Contract Type:	Fixed term until 31 st March 2023, with potential for extension
Hours:	37 hours a week (0.8 FTE option could be considered for experienced applicants)
Special Conditions:	<i>Some flexible working may be required from time to time.</i> <i>The post holder may be required to work at any reasonable location where the EAUC is undertaking its business.</i>
Line Manager:	Scotland Programme Manager
Summary:	<p>You will be a vital member of the small and dynamic EAUC-Scotland Team, supporting the EAUC to realise its ambitious plans in Scotland.</p> <p>With excellent people and relationship skills, you'll be capable of engaging with a wide range of stakeholders as an ambassador for EAUC. You will provide the first point of contact for our Scottish educational and strategic partner contacts, ensuring they feel supported and valued.</p> <p>Responding to the needs of our Members will be a big part of your job, as you will lead a number of EAUC-Scotland's sector peer support networks, working with colleagues and sector members to develop regular events for each network and share relevant information with the group. You will also be responsible for scoping, planning and delivering chargeable training events, supported by colleagues to develop a varied programme.</p> <p>Your writing and editing skills will be exceptional, and you will need a great eye for detail as you will be taking lead responsibility for all EAUC-Scotland's external communication channels.</p> <p>You will be exceptionally organised, enabling you to ensure the smooth running of the Scotland branch of EAUC, providing vital administration and communications support to the rest of the team and on behalf of the EAUC-Scotland programme.</p> <p>Finally, you will be flexible and happy to work with colleagues to support wider organisation activities and targets as outlined in the EAUC's Strategic Plan and EAUC-Scotland's Outcome Agreement with the Scottish Funding Council.</p>

About the EAUC and EAUC-Scotland

EAUC is the alliance for sustainability leadership in education. From starting out as a voluntary organisation in 1996, we have grown to represent institutions with over 2 million students and nearly 400,000 staff with a spending budget of over £25 billion. We help leaders, academics and other professionals to drive sustainability to the heart of their post-16 education institutions in the UK and internationally. The EAUC is an independent registered charitable company.

With sustainability rising up Scottish Government, Scottish Funding Council and tertiary education sector agendas, the EAUC office in Scotland works with members of the further and higher education sector to develop an ambitious Programme to support universities and colleges to address their impacts on climate change and the wider sustainability agenda until March 2023. This role will be essential to delivering the Programme in Scotland. We will commit to giving you lots of opportunities to share your ideas and develop your experience.

You will be rewarded with involvement in a dynamic charity, generous holidays and a 12.5% employer pension contribution.

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in applications. You can view our Equality and Diversity policy [here](#), which is currently under review.

MAIN DUTIES & RESPONSIBILITIES:

Primary Functions:

Team Administration: Oversee and administer the day-to-day activities of the EAUC-Scotland Team, ensuring policies, procedures, and systems are complied with to ensure productive and efficient branch operation. Serve as a primary point of contact for the branch, dealing with general enquires via phone and email. Maintain calendars and providing travel arrangements for the Team. Assist with mailings as required. Deal with room bookings and catering for meetings and events.

Project Administration: Lead and support specific aspects of the design, delivery, monitoring and reporting of the EAUC-Scotland Programme, in conjunction with the EAUC-Scotland Programme Manager and Project Officers.

Communications: Lead on all mechanisms of the EAUC-Scotland communications with our Members and Partners, including webpage updates, news items, case studies, social media and newsletters.

Scotland Forum and OBG Administration: Provide secretariat support to the Scotland Forum and Office Bearers Group of the EAUC, including setting up meetings and minute taking.

Networking Event Coordination: Lead on administration for and development, delivery, minute taking and evaluation of Regional and Smaller Institutions Network meetings, as well as specific Topic Support Networks.

Chargeable Event Delivery Support: Lead planning, administration and delivery of chargeable EAUC-Scotland training events, such as Carbon Literacy Training, in collaboration with colleagues. Work with the EAUC-Scotland Programme Manager to lead planning of the EAUC-Scotland Conference.

Resource Management: Provide support in the creation, research and administration of learning and engagement resources for Members and Partners. Resources will be sourced from Members and Partners or developed by the EAUC-Scotland team, and will include good practice case studies, news and guides, in written, visual or video formats. Resources will be uploaded onto EAUC websites, specifically the Sustainability Exchange, and promoted through EAUC-Scotland communications channels.

Represent the EAUC: Proactively liaise and communicate with Partners in Scotland to identify potential opportunities for EAUC and our Members. Raise the profile of the EAUC and create connections at EAUC-Scotland events and external events

Secondary Functions:

1. Support EAUC UK activities and events and the UK annual conference as required.
2. Attend and report on activities to Scotland Forum and UK Board meetings as required.
3. Ensure adequate cover for other staff during holidays etc.
4. The post holder is responsible to the Scotland Programme Manager for the achievement of agreed targets. Regular review meetings will be held with the Scotland Programme Manager, who will also provide ad hoc advice and support as required.
5. Undertake any other duties and responsibilities, commensurate with the grade of the post, as directed by the Scotland Programme Manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description is a guide to the work the post holder will initially be required to undertake. It may be changed from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and his/her manager.

September 2021

PERSON SPECIFICATION		
Attribute	Essential	Desirable
1. Attainment/ Qualifications	Educated to degree level or equivalent experience	Degree in a sustainability, communications or business administration related subject
2. Previous Experience	<p>Proven relevant experience in administration/office management</p> <p>Strong administration and organisational skills, including prioritisation and time-management</p> <p>Excellent customer service experience, with the ability to discern customer needs and to respond accordingly</p> <p>Communications experience, including use of social media platforms, website content management systems, and email newsletters (preferably Mailchimp)</p> <p>Sound competence in the use of a range of software including MS Office Suite</p>	<p>Experience working in the sustainability or tertiary education sector</p> <p>Experience of database management and customer relationship management</p> <p>Experience developing and managing events or training opportunities</p> <p>Experience gathering feedback on events and services through surveys and direct interactions</p> <p>Experience preparing reports and documents for a wide audience</p>
3. Training and Specialist Skills	<p>Keen interest in environmental and social sustainability</p> <p>Highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative</p> <p>A confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable in response to the dynamic and fast paced environment within a small but ambitious team, and remain calm under pressure</p> <p>Have a professional manner and attitude and able to establish and maintain effective working relationships with colleagues, Educational Contacts, Partners and Suppliers</p> <p>Clear written and oral communication skills with strong attention to detail, and the ability to present formally and informally to different audiences</p> <p>Diplomacy and discretion in dealing with all EAUC Staff, Members and Partners.</p>	<p>Good understanding of environmental and social sustainability challenges and solutions</p> <p>Visual design skills to support communications</p> <p>Video editing skills to support communications</p>
4.Circumstances	Willing and able to travel within Scotland and occasionally within the UK	