



Job Description	Communications and Events Manager
About the role	<p>The Self Directed Support Scotland vision is “A Scotland where quality Self-directed Support is available to all as a route to Independent Living”. Our mission is “to work collaboratively to incorporate local Independent Support in every aspect of social care design and delivery, ensuring the needs and views of people accessing social care support and their support networks are valued and represented.”</p> <p>To deliver this SDSS champions local Independent Support Organisations who provide quality advice and support for accessing Self-directed Support (SDS). We have a rapidly growing membership of independent and Disabled People’s Organisations and we aim to widen their influence in improving social care outcomes for disabled people and social care users.</p> <p>Our focus in recruitment is to find the <i>right people</i> first, and look at how the team can be built around the skills and experience of those who have passion and connection to user led organisations, issues in social care or the liberating ethos of the social model of disability.</p> <p>All applicants will have confidence in contributing to and delivering our communication strategy across a wide range of events and media, including accessible formats and know how to articulate complex issues and positively engage our member organisations.</p> <p>To attract maximum remuneration our Communications and Events Manager might also have experience in policy work and understanding of Scottish social care reform. This could include the development of the National Care Service and Personal Assistant workforce, with the potential to direct SDSS in its strategy and delivery and represent SDSS confidently in these areas.</p> <p>Applicants are encouraged to say how the role could be adapted to meet their skills and needs, including the number of hours they would like to offer up to 35 (full time) and a likely minimum of 21 hours.</p>





Benefits & Outline Terms	<p>£28,000 – £33,500 per annum</p> <p>Full time (35 hours - would also consider P/T minimum 21 hrs).</p> <p>Fixed term to 30th June 2023 with intention to renew subject to funding cycle and strategic aims to 30th June 2025.</p> <p>Seven weeks annual leave including public holidays.</p> <p>Contributory pension scheme, 6% employer contribution.</p> <p>Occasional weekend and evening work may be required.</p> <p>SDSS is an equal opportunities employer and applications from disabled people are particularly welcome.</p>
Location	Homeworking/Edinburgh Office based plus occasional overnight national travel
Reporting to	Chief Executive
Reports	Administration and Information Officer
Responsible for	<ul style="list-style-type: none"> • External communications and stakeholder engagement • Internal communications • Events design and delivery • Scottish Government & public affairs coordination and partnership working
Job Purpose	<p>Planning and implementation of SDSS external communications</p> <p>Lead on media management and internal (membership) communications/engagement.</p> <p>Coordinate the design and delivery of events and external/online inputs.</p> <p>Lead a strategic, integrated and proactive approach to all policy and communications activities</p>



Key Targets	<p>Candidates who have skills and experience in the following are invited</p> <ul style="list-style-type: none"> • In conjunction with the CEO, manage Scottish Government communications. • Nurture relationships with local authorities, NHS, third sector organisations and other partners to help SDSS develop partnerships and that will have maximum, positive impact on issues relating to SDS. ▪ Ensure that SDSS interests are represented at key stages of policy and legislative development by, for example: analysing policy documents and developing co-ordinated responses across the SDSS membership to Scottish Government (and other) consultations. • Be a powerful advocate for the objectives of SDSS within the field of disability, the local authorities, and for and on behalf of member organisations. • Promote and package SDSS services for potential sale to stakeholders. <p>Information and Media</p> <ul style="list-style-type: none"> • Ensure the SDSS website remains an effective communication/resource tool for members and professional bodies • To maintain and develop on-line and digital media activity including the SDSS website, Facebook and Twitter accounts. • To lead on production of SDSS publications and promotional materials, including information leaflets and compiling e-newsletters and bulletins. • To ensure all activities comply with accessibility standards and SDSS brand identity guidelines • To liaise with the media over the work of SDSS, issuing press releases and actively seeking out opportunities for positive press coverage <p>Events</p> <ul style="list-style-type: none"> • To organise the annual general meeting and SDSS national events, with support from the Operations Manager. • To help develop, attend and document a regular events programme, to promote SDS, SDSS, and its members <p>Manage Reports</p> <ul style="list-style-type: none"> • Manage and develop the Administration and Information Officer to: <ul style="list-style-type: none"> • Ensure the SDSS' online searchable database of local SDS Information and Support Organisations is maintained • Ensure team and membership administration is managed efficiently
-------------	--



Experience

Key Indicator -

	Essential/ Desirable	Assessment
A proven track record of success in a communications role within an organisation or project of comparable scope and complexity.	E	Application/ Interview
Event planning and coordination experience.	E	Application/ Interview
Experience in developing communication strategies.	E	Application/ Interview
Experience of producing high quality printed and digital content.	E	Application/ Interview
A proven track record of success in a policy role within an organisation or project of comparable scope and complexity.	D	Application/ Interview
A high degree of political and Scottish public policy awareness, including adult social care reform.	D	Application/ Interview
Experience of multi-agency and partnership working with senior level staff in the public and voluntary sectors.	D	Application/ Interview
Policy work experience, for example drafting consultation responses.	D	Application/ Interview
Experience of liaising with media and issuing press releases.	D	Application/ Interview
Experience of working with decision makers to effect change.	D	Application/ Interview
Experience of managing budgets, and successfully achieving financial targets and objectives.	D	Application/ Interview/ Assessment
Experience of supporting a multi-disciplinary team, managing staff and improving team performance.	D	Application/ Interview/ Assessment



Personal experience of disability.	D	Application/ Interview
Personal experience of, or work-related experience in, a user-led organisation	D	Application/ Interview

Knowledge, abilities and skills	Essential/ Desirable	Assessment
Key Indicator -		
Able to demonstrate and articulate a clear understanding of diversity, equality and inclusion issues (and the implications for service planning and delivery)	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, including report writing and presentation skills, for a diverse range of situations and settings.	E	Application/ Interview/ Assessment
Educated to graduate level or equivalent professional qualification, or experience in relevant specialism with clear evidence of continuing professional and personal development.	E	Application
Ability to design and run multimedia campaigns, and produce high quality accessible content	E	Application/ Interview
Knowledge or confidence to utilise the following systems: Wordpress; Salesforce; Campaign Monitor; Eventbrite, Canva and equivalents.	E	Application/ Assessment
A sound knowledge of social welfare policies impacting on disabled people and their families.	D	Application/ Interview
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	D	Application/ Interview





Notes for applicants	
Please use Job Reference:	CE23
Applications are made online at:	https://sdsscotland.formtitan.com/jobapp22
Closing date for applications:	Monday, May 2, 09:30
Expected dates for interviews:	Tuesday, May 10
For more information about SDSS see:	https://www.sdsscotland.org.uk/
Contact for questions or an informal chat:	Donald Macleod Chief Executive dонаld@sdsscotland.org.uk 0131 475 2622
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0131 475 2623



Self Directed Support Scotland. www.sdsscotland.org.uk
Charity no: SC039587. Company registered in Scotland: SC371469.
Norton Park, 57 Albion Road, Edinburgh. EH7 5QY.