

Scottish Communities Climate Action Network (SCCAN) CIC

Communications Weaver

Reports to	Operations Support Lead
Salary	£30,240 pro rata
Hours	21 hours per week (0.6 FTE) generally Monday to Friday but some occasional evenings and weekends required
Location	Scotland - home working or co-working space
Duration	31 March 2024 (continuity subject to funding)
Closing Date	5pm Friday 30th June
Interview	Week starting 10th July

Background

SCCAN is a [sociocratic](#) organisation that works through a decentralised structure, which disperses power and gives autonomy to those implementing different aspects of our work. SCCAN is a network that supports community-led action to address the climate and nature emergency, working for a just, thriving and resilient Scotland. We have a rapidly expanding membership of around 460 organisations, plus individuals. Over the past 18 months, SCCAN has added 20 paid workers to our volunteer-led organisation. We are considering how best to develop our sociocratic structure and practice to ensure balance across our team which is now composed of paid workers and volunteers. This role is currently funded to end March 2024 with the expectation that the funding will be extended.

Role purpose

This is a new and exciting role which affords the opportunity for shaping and developing SCCAN as it continues to grow. As such, this role will contribute to SCCAN's mission, values and purpose of supporting community-led action in Scotland to address the climate and nature emergency, providing expertise and guidance so that SCCAN are able to communicate effectively, with impact and meaning.

It offers the postholder excellent scope to develop and innovate, with great opportunities for professional development.

Main Responsibilities:

A number of the main responsibilities are delivered in partnership with other SCCAN staff members and volunteers.

- Be the central point of contact for communications content
- Work with the Communications Circle and General Circle members to develop a meaningful communications plan across all SCCAN channels centred around our main calls to action (ie. membership, community learning exchange, networking platform, newsletter, 1000 Better Stories, training and other programmes), identifying and scheduling around key dates, events, training and activities
- Work with Story Circle to develop the Storytelling Collective and to implement a strategy of promoting and distributing stories published on 1000 Better Stories podcast and blog through a range of channels to reach as wide an audience as possible, helping to initiate transformational change and illuminate the power of community-led action, and to inspire and engage a wide public with our movement.
- Review and contribute to the development of internal communications, to encourage good communication across circles, volunteers, staff and freelancers
- Act as an initial point of contact for all media related activity, including enquiry, press release and other important communications, ensuring the coordination of information and responses where required
- Develop and maintain a media contacts and stakeholder database
- Collation and curation of a monthly e-newsletter including management of subscription database
- Work with the Comms Circle, volunteers and staff to ensure that the SCCAN website is maintained and updated
- Support SCCAN volunteers and staff, providing communications advice, guidance and training.
- Maintain relationships with membership and partners around Comms related issues, ensuring there is strong collaboration, sharing information that promotes community-led climate action and systems change, including developing comms packs and sending them to members.
- Monitor and evaluate existing communications and engagement approaches, providing a regular overview of activity, to include engagement rates, follows / subscriptions etc to allow meaningful adaptation to the changing landscape to broaden and deepen awareness of the climate crisis and climate action
- Ensure compliance of communications with legal requirements, e.g. GDPR, IP.

Qualifications, Skills, Experience

Essential

- Degree level qualification in relevant discipline (Communications, Marketing, Journalism etc) or equivalent experience
- Minimum two years experience in a communications role
- Previous development of communications plan
- The ability to work collaboratively within a team
- Experience of remote, online working
- Understanding of the climate crisis
- Building and maintaining stakeholder relationships
- Excellent verbal and written communication skills
- Experience of managing different social media platforms
- Experience of website management and maintenance using Wordpress or similar
- Experience of working with Mailchimp or equivalent
- Knowledge of current trends and new techniques in communications, marketing and campaigns.
- Knowledge of basic design and editing software eg Canva

Desirable

- Experience of Networks
- Experience and understanding of community-led action
- Qualification in environmental science, sustainability or bio-diversity
- Previous third sector experience
- Experience working with and supporting volunteers to support experience and skills development
- Facilitation and mediation skills and experience

For more on Scottish Communities Climate Action Network (SCCAN) see sccan.scot
If you would like to discuss this post or its requirements please contact: Philip Revell on convenor@sccan.scot

SCCAN is an equal opportunity organisation which aims to be family friendly. We encourage applications from under-represented sections of society, including but not limited to: people with disabilities, people of colour, trans and non-binary people and other members of the LGBTQI+ community.

To apply

Your application should take the form of a single document which consists of

- A covering letter (maximum one page) outlining the reasons you fit the role;

- A CV (maximum two pages) including
 - an indication of your recent employment / activities with reason for leaving **plus**
 - the names, email and phone number of two people who have agreed to provide a reference [only contacted after job offer].

Please give the document filename: **[YOUR SURNAME] - Comms** with the same document name used in the Subject line of the email - to help us keep track of applicants.

Please do not include your date of birth or photo in any of the documents.

Send completed applications to: **recruitment@sccan.scot** by **5pm on Friday 30th June**.

The panel will shortlist on the basis of evidence provided of meeting the required skills and experience