



## **Job Title: Assistant Communications Weaver (Part-Time, 2.5 days/week)**

**Location:** Scotland (Remote, with occasional in-person meetings or events)

**Salary:** £37,800 FTE (pro rata for 2.5 days/week: **£18,900 per annum**)

**Contract Type:** Fixed-term (3 years, aligned with project duration)

**Reports to:** Senior Comms Lead / Project Co-Leads at SCCAN and SCDC

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## **About the Project:**

This three-year national partnership between SCCAN and SCDC supports community-led climate action that addresses health inequalities in communities across Scotland. The project builds local capacity through engagement, events (including a Climate Hackathon Roadshow), training and support.

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## **Role Summary:**

The Communications Officer will assist in delivering all communications activities related to the project and will also provide general communications support for SCCAN's broader activities. This dual-focus role will help ensure the clarity, inclusivity and reach of the project and wider SCCAN work, through engaging materials, effective messaging, and storytelling.

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## **Key Responsibilities:**

*Responsibilities will shift over the three-year project to reflect evolving priorities.*

### **Project Communications (Primary Focus):**

- **Support Development of Comms Materials:** Contribute to branded templates, toolkits, briefings, and FAQs for community and stakeholder use.
- **Content Creation:** Write and edit accessible and engaging copy for newsletters, web posts, blogs, and social media.



- **Website & Digital:** Help maintain the project microsite or digital pages and update with fresh content and learning.
- **Learning & Impact Sharing:** Turn monitoring and evaluation insights into clear, audience-friendly materials such as infographics, visual summaries, or case studies.
- **Event Support:** Promote project events and assist with the preparation of communications materials for Hackathons, community workshops, and learning sessions.
- **Inclusive Communication:** Ensure all content meets accessibility and inclusion standards (e.g. plain language, translated formats, Easy Read).
- **Collaboration:** Coordinate with the wider Comms, Engagement, Storytelling, Admin and Events teams for integrated communication efforts.

#### **SCCAN General Communications (Secondary Focus):**

- **Newsletters & Campaigns:** Support regular newsletter production and digital outreach to SCCAN members and the wider public.
- **Social Media & Online Engagement:** Assist in managing and updating SCCAN's social media channels.
- **Storytelling & Network Promotion:** Share stories from SCCAN's broader network, supporting initiatives like "Climate for Change" and "1000 Better Stories."
- **Resource & Website Updates:** Contribute to updates of SCCAN's core web resources, communications guides, and branding assets.

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#### **Essential Skills and Experience:**

- Excellent written and visual communication skills across formats and platforms.
- Experience in digital communications including newsletters, websites, and social media.



- Understanding of inclusive communication approaches (plain English, accessible formats, translation considerations).
  - Ability to manage multiple priorities and deliver high-quality outputs on a part-time schedule.
  - Collaborative mindset and experience working within multidisciplinary teams.
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#### **Desirable:**

- Experience with Canva, Adobe Creative Suite, or similar tools for visual content creation.
  - Background in climate action, public health, or community development communications.
  - Understanding of community-led or network-based organisations.
  - Awareness of the practices and structure of a sociocratic organisation.
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#### **Time Commitment:**

2.5 days per week (flexible hours/days), for the 3-year project duration. Occasional in-person attendance at project or SCCAN events in Scotland may be required.

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#### **Salary:**

£37,800 FTE. Actual salary: **£18,900 per annum (0.5 FTE / 2.5 days or 17.5 hrs per week)**

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**To Apply:**

Please send your CV and a short cover letter outlining your interest and relevant experience to [craig@sccan.scot](mailto:craig@sccan.scot).

If you have any questions then please email them to the same address.

Closing Date for applications is 31st May 2025.