



# Scottish Attachment In Action

- Role:** **Communication and Engagement Lead**  
**Full or Part time (to be discussed with appointee)**
- Tenure:** **Fixed Term Post to March 2025, continuation subject to funding**  
**Home based /with travel to events and meetings as required.**
- Reward:** **FTE £30,000 plus 6% Employer Pension Contribution**
- Purpose:** As a member of the Development Team, provide expertise and support to the work of Scottish Attachment in Action in our communications, our engagement with members, partners, and networks, and across a range of administration.

## **Job Description**

### **Main duties**

To lead, as part of the team the design and implementation of a rolling annual Communications and Engagement Plan for all of SAIA's work

To manage the communications infrastructure including the maintenance, content, and quality of SAIA's website (Wordpress) and social media accounts

To lead on the creative design, branding, and where appropriate the content of SAIA material and communications, such as the design and production of multimedia material for our Newsletter, campaigns etc

As part of the Education Group, to support the Attachment Practice Lead(s), Director, and Trustees by providing a range of support for the Project which will include – but not be limited to – the interpretation and design of resources, communication, updating of Project Plans, and the collection, collation, and safe storage of sensitive information

To actively support and engage responsively with SAIA's trustees, members, partners, and the wider community on behalf of SAIA with the intention of promoting, supporting, developing our charitable aims and networks

To lead or support the planning and practical arrangements of training, events, and Conferences.

Scottish Attachment in Action is a Scottish Charitable Incorporated Organisation (SCIO) [OSCR registered No. SC045708](#)

**A:** 37 Napier Avenue, Cardross, G82 5LY **E:** [hello@scottishattachmentinaction.org](mailto:hello@scottishattachmentinaction.org)

To design and ensure a relational and authentic tone of communication for SAIA through the look and feel for public interfaces consistent with SAIA's messaging and aesthetics including websites, mobile devices, resources, apps etc.

To ensure communication and engagement is informed by the needs and goals of SAIA by conducting research and analysing data to identify and define audiences

To support the effective maintenance and development of the organisation's record and administrative procedures and systems

To maintain the register of members and support our administrative needs such as organising meetings, invoicing, occasional minute taking

To contribute positively, respecting the values and charitable aims of SAIA.

## **Person Specification**

### **Values, Skills and Qualities**

#### ***Essential***

- Proven experience and success in the maintenance, support, editing, and management of a Wordpress platform website(s)
- Experience of supporting and managing social media accounts and digital marketing in a professional capacity, including Twitter, Facebook, Instagram, Mailchimp and LinkedIn
- Excellent communications skills in all forms and able to tailor them to relevant audiences and stakeholders
- Proficient ICT skills with the ability to use Microsoft Office, and creative design packages such as Canva etc
- Able to work with others in a relational and solutions focused manner
- Strong organisational and planning skills capable of event management and co-ordinating training arrangements, including ability to use platforms such as Eventbrite and PayPal
- Administrative experience in organising meetings as well as ability to take notes and minutes
- The ability to plan, manage and prioritise workload effectively while meeting deadlines
- Ability to work on own initiative, requiring minimal supervision and as a member of a small team
- Strong and demonstrable commitment to and sharing of the values and purpose of SAIA

#### **Desirable**

- An understanding in the importance of attachment relationships
- Experience of working with communities and community groups
- Experience of working or volunteering in the third sector /not-for-profit
- Experience of Project Management
- Ability to work flexibly – out with 9-5

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