

## **Communications Officer**

### **Marketing & Communications Team**

**Location: Alloa / Homeworking**

**Part time (0.6 FTE)**

### **About Scottish Autism**

Scottish Autism seeks to promote and provide care, education, support and opportunities for autistic people of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

### **The Role:**

Reporting to the Marketing and Communications Manager, this new role will lead on developing the pipeline of stories, content and good news from across Scottish Autism to be featured in our internal and external communications.

The successful candidate will also work on developing our internal communications channels, creating content for our website, and supporting the work of the Media and Policy Officer.

### **Key tasks & Responsibilities:**

- To work with colleagues across the organisation to make sure that the marketing and communications team know all about the great work going on all across Scotland.
- To develop those stories into compelling content for our internal and external communications channels.
- To create and develop new content for our new website, launching in late 2025, including advice content, blogs, news posts and other types of content.
- To lead on the development of our internal comms culture channels, including the monthly colleague ezine.
- To research, plan, develop and implement marketing and brand projects in line with strategic aims
- To manage project level budgets
- To support the work of the Media and Policy Officer in promoting Scottish Autism through the media and creating content around our policy campaigns.

### **Other tasks:**

- To comply with all legal requirements relating to the General Data Protection Regulation (GDPR).
- To actively participate in coaching and the review process, to identify your individualised learning pathway, through a process of exploration and reflective practice.
- Other duties and tasks may be required by the wider marketing team and Marketing and Communications Manager.

### **Skills and Attributes**

- Commitment to and demonstration of our organisational values
- Strong ability to think creatively, strategically and resolve problems
- Skills in storytelling, crafting a message, and creating compelling content
- Able to work within a team and independently
- Enthusiasm and pride in your work
- Attention to detail and a can-do attitude
- Strong organisational and time management skills
- Excellent communication skills – written and verbal
- Ability to prioritise and manage time and workloads effectively and work under pressure and meet deadlines
- Works collaboratively with the team and others
- Motivated and hardworking individual
- Flexibility

### **Knowledge and Experience**

- Degree in Marketing/Communications or equivalent qualification is desirable, but not essential.
- Experience in a similar marketing/communications role is essential.
- Knowledge of the principles of marketing and communications, and how they can be used to deliver messaging and services.
- Experience of updating websites and social media platforms.
- Excellent understanding of data protection legislation, particularly in relation to marketing data/information, case studies and the use of images
- Demonstratable project management experience.
- Experience of delivering internal communications.
- Experience of other aspects of marketing and communications, such as design, creating video content, or public policy campaigning would be beneficial.

This role is subject to a Basic Disclosure Scotland Check.