**Engagement/ Administration Officer**

We are seeking to appoint an Engagement/Administration Officer for a new and exciting project, which working in partnership with **Advocating Together (Dundee)**, **Partners in Advocacy (Dundee)** and **Who Cares Scotland (Dundee)** to bringthe voices of Children, Young People and Families (CYP&F) and Citizens of Dundee to a Strategic Decision-Making Level.

This Project will empower CYP&F and citizens of Dundee to be actively represented in the decisions that affect their lives, in the delivery of the services they receive, and in the development of the policies and legal reforms that impact upon them.

The post holder will provide comprehensive community engagement role and provide administration support for this Project, this will include support in producing monitoring reports and attending and minuting Project Meetings.

The successful applicant will have a pleasant and helpful manner with excellent communication skills and work well as part of a team. This role would suit an empathetic, highly organised individual, preferably who has experience of a similar role.Previous office experience, excellent knowledge of all Microsoft packages, digital and presentation platform packages is essential.

The successful candidate will be a strong team player with an ability to multitask effectively but equally be able to work in a proactive and positive way to promote the Project. An awareness of Independent Advocacy would be advantageous for this role.

We would welcome anyone interested in an informal discussion about this post, please contact Lesley Russell, Project Lead on 07919 8,85 172

**Closing date:** Monday 24th February 2024

**Interview date: To be confirmed (early March)**

**Start Date: To be confirmed (early April)**

**How to Apply:**

Applications are by CV along with a covering letter detailing why you are interested and suitable for this role. Please provide good evidence against the shortlisting criteria, which are marked in the person specification as (\*).

**Please send your CV covering letter and your work history since leaving school and providing the names of 2 referees (not contactable without your permission) to:** [Lesley@diasdundee.org](mailto:Lesley@diasdundee.org)

**Job Description – Communications/Administration Officer**

**Hours:** This post is currently for **25h – 32 hours per week**

A minimum of 25 hours per week, additional hours may be available, exact days and hours can be agreed with the successful candidate.

Very occasionally some out of hour's work may take place but no additional payment will be made. The post holder will be expected to take time off in lieu (TOIL).

**Salary: Pro rata £25,392 pro rata (35-hour week)** with a 12-month contract ending 31st March 2026

**Annual Leave:** Annual leave will be **pro rata (Full time 35hrs) = 28 days**

**Base Location:** Home based Working with a need for Face-to-Face meetings and a willingness to travel within Dundee Area

**Accountable to:** The Project Lead

**Principal Duties and Responsibilities:**

**Engagement:**

* Experience of managing a diverse range of external relationships
* To be an experienced communicator both verbally and written
* Experience of presenting to individuals and groups both internally including at board level and externally to stakeholders
* A key component of this role will be Stakeholder engagement and expanding networks
* This role is varied so an ability to manage changing priorities and be responsive is essential.
* Excellent communication and presentation skills
* Strong working knowledge of digital and social media platforms.
* Ability to be innovative and creative while working within project guidelines.
* A proactive team player who can work positively with stakeholders and colleagues to get the job done.
* Handle event planning for project meetings or initiatives.
* Support project with development of promotional and informational IT based materials

**Administration**

* Assists project team with various administration duties
* Preparation and minute taking for Project Board Meetings
* Attends meetings and take meeting notes.
* Update the workplan and project documents
* Liaises with internal project members to complete job tasks.
* Performs other related duties as assigned.

**Other Duties**

Duties may include attendance at evening meetings and/or events outside normal office hours. (see hours of work)

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Competence with Microsoft platforms and digital presentation packages are essential | **\*** |  |
| Strong interpersonal skills and the ability to deal with a diverse range of people. | **\*** |  |
| Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others | **\*** |  |
| Excellent organisational, analytical & presentation skills with the ability to manage a wide range of tasks | **\*** |  |
| Self-motivated with the ability to work independently or in a team | **\*** |  |
| Has the ability to set priorities and manage own workloads with minimal supervision to meet agreed timescales | \* |  |
| Effective confident communicator with a flexible and non-judgemental approach to people and work | **\*** |  |
| Previous experience of working in a busy environment. Preferably within the Third Sector | \* |  |
| An awareness of Independent Advocacy would be advantageous for this role. |  | **\*** |
| A full UK driving licence and access to a car would be advantageous for this role |  | **\*** |