

# Scottish Youth Parliament

## Job Description



<b>Job title:</b>	Communications Officer
<b>Location:</b>	Hybrid working from home and in office.
<b>Terms:</b>	Permanent (subject to continued funding)
<b>Reports to:</b>	Policy and Public Affairs Manager
<b>Salary Scale:</b>	£27,325 - £31,678 (applicants would generally start at the beginning of the scale).
<b>Requirements:</b>	Full time (Monday - Friday, 35 hours per week) - A flexible approach to evening and weekend work is required.

### About us:

SYP provides a national platform for young people to discuss the issues that are important to them, and campaign for changes to the nation that they live in. We support our members in their work by training them, supporting their personal development, and empowering them, using a youth work ethos.

### About the role:

Working within SYP's youth-led structure, our Communications Officer will work with the wider SYP team, and Members of the Scottish Youth Parliament to lead and develop the internal and external communication of the organisation, in order to create change and demonstrate impact.

### What you'll be doing day to day

- Supporting MSYP experience through robust and accessible internal communications.
- Working across SYP to communicate our work and impact externally.
- Supporting young people to tell their story and have their voices heard.
- Maintaining our social media presence and identifying new opportunities for communicating with members, young people and stakeholders.

- Oversight and maintenance of the SYP and project websites (WordPress and Squarespace), including writing professional, accurate copy.
- Developing a compelling brand identity and cohesion across the organisation.
- Supporting the design (Canva) of documents and resources.
- Engaging proactively with national print, broadcast and online media outlets.
- Other relevant duties to support the organisation as required.

**What relationships you will grow and develop**

- Members of the Scottish Youth Parliament.
- SYP Staff Team.
- The Board of the Scottish Youth Parliament, including the Policy, Public Affairs and Communications Sub-Group.
- Support Workers (youth workers in Local Authorities and National Voluntary Organisations across Scotland).
- External contacts including Scottish Government, Scottish Parliament, and other partners.
- National and local print, broadcast and digital media outlets

**The ideal candidate will demonstrate these skills and experience**

- Excellent written and oral communication skills, including tailoring communication styles and formats for different audiences.
- Experience of managing websites and multiple social media platforms.
- Excellent knowledge and/or experience of delivering accessible and impactful messaging.
- Excellent organisation, multi-tasking and workload prioritisation skills.
- Experience of working collaboratively with a variety of internal and external stakeholders and partners, and ability to identify opportunities to promote projects.

**What you should expect from us**

The Scottish Youth Parliament (SYP) offers a range of benefits to employees as part of our commitment to make SYP the best place to work and to motivate our staff to ensure that MSYPs are best supported to represent young people in Scotland. Find out more about what it's like to work at SYP here:

<https://syp.org.uk/vacancy/working-at-the-scottish-youth-parliament/>.

For more information or if you have any questions about the recruitment process, please email [recruitment@syp.org.uk](mailto:recruitment@syp.org.uk).