

## **Press and Digital Communications Officer**

### **Scottish Greens Parliamentary Group**

**Location:** Scottish Parliament, Edinburgh

**Salary:** £22,500 - £28,000 depending on experience, plus on-call allowance for agreed periods of cover

**Hours:** 37 hours per week, with occasional weekend and evening working

**Application deadline:** 12:00 Wednesday 28 November

This is an exciting opportunity for a passionate and skilled communicator to join the Scottish Green Group in Parliament. You will work as part of the central team that supports the work of the Green MSPs in Parliament and is responsible for communications to promote our work to the media, supporters and the public. This is a fast-paced, challenging and rewarding role that will put you at the heart of our efforts to create a fairer, greener Scotland.

#### **Duties and responsibilities**

- Draft press releases, answer and deal with media enquiries, organise broadcast interviews, draft briefing notes, letters and articles.
- Develop and deliver the Group's digital communications strategy, in collaboration with colleagues from across the group.
- Monitor Press Association wires and social media for current and relevant media stories
- Out-of-hours media cover (on a rotational basis with other staff)
- Produce content for social media and MSP websites, newsletters and emails to constituents
- Build a broad range of contacts within the press, broadcast and online media
- Identify new opportunities to communicate the work of the Green MSPs to constituents
- Assist with the development and delivery of Green MSPs' campaign priorities
- Liaise with national organisations and local community campaigns
- Identify opportunities for MSPs to give practical assistance to grassroots campaigns
- Accompany MSPs at media events and/or represent MSPs if requested
- Organise regional events and activities, as required
- Liaise with officers of the Scottish Green Party on national communications priorities
- Work with volunteers and interns as required
- Other reasonable and appropriate duties as required

#### **Skills, Knowledge and Experience**

You will have a relevant degree or equivalent experience and experience working with or in the media. Experience of political, parliamentary and/or public affairs work and in social media management is desirable.

Excellent written and oral communication and interpersonal skills, social media expertise and an understanding of the role of social media in politics and campaigning are essential. You must have an understanding of Scottish Politics and the Parliament. You will be a team player as well as being self-motivated and have an ability to work under pressure. Finally, you will share the values and aspirations of the Scottish Green Party.

**To apply**

Please email a cover letter and CV to [Gordon.Crawford@Parliament.scot](mailto:Gordon.Crawford@Parliament.scot) by midday on Wednesday 28th November. You should ensure you demonstrate how you meet the person specification as set out above in your application.

Interviews will take place during the week of Monday 3rd December

For an informal discussion about this role, please call Jason Rose, Head of Media, on 0131 348 6329.