

## RSABI – Temporary Events Role

### Job Description



RSABI, the charity which provides emotional, practical and financial support to people working in Scottish agriculture, is looking for an individual to support them with their summer events programme in 2022.

The successful applicant will be involved in a range of events and activities planned for the summer months (June to September) of 2022 as part of RSABI's celebrations for its 125<sup>th</sup> anniversary. These will include attending the Royal Highland Show; and, planning and helping to run the #Challenge125 and Great Glen Challenge 2022.

The role will work closely with our Chief Executive and Communications and Marketing Officer, to plan the events, support PR/social media/video content production, as well as attending several events. There will be an opportunity for some mentoring from RSABI staff, including our CEO, Carol McLaren. The candidate will have the opportunity to learn about fundraising, attend photo opportunities and press/PR activity, along with a range of stakeholder engagement and collaboration opportunities.

#### **Key Duties and Responsibilities**

- Support the Communications and Marketing Officer with the delivery of the RSABI communications and marketing strategy and its key objectives.
- Work closely with communications colleagues in our partner organisations to develop and deliver collaborative activity.
- Delivery of engaging communications, ensuring delivery on time, in full and on budget to support the summer events programme.
- Attend several events in the summer programme as a representative of RSABI.
- Support the planning and delivery of communications activity across all channels that RSABI utilises.
- Support the digital marketing function of RSABI, including the website, newsletters, social media, video and photography across all platforms and relevant projects.
- Support the PR function, building strong media relationships and working with agencies and stakeholders where relevant.
- Support the production of engaging and well-written copy for documents, websites, PR releases etc.
- Work with the communications and marketing function to support a wide range of communications.
- Be available and flexible to support a range of miscellaneous tasks.

## Person Specification

The successful applicant will be a “sleeves rolled up” type of individual with an excellent team spirit and practical problem-solving skills. Willingness to work flexible hours, including weekends; travel throughout Scotland if required (driver’s licence essential) with experience of towing a trailer preferred.

- Time management and efficient working practises are necessary
- Knowledge and experience of digital comms, including digital marketing, social media etc.
- Some copy writing experience would be desirable.
- High attention to detail.
- Seamless teamworking skills.
- Ability to work autonomously when necessary.
- Good communication is key.

## Job Details

- Part-time, 3 days per week, 22.5 hours
- Hybrid role – office and home-based with travel for events
- Salary: Commensurate with the real living wage (currently £9.90 per hour plus mileage expenses)
- 34 days annual holiday (pro-rata for role)
- 5% matched pension

Closing date: May 18, 2022\*

Interviews taking place shortly after closing date.

To apply, please email covering letter and CV to [recruitment@greenburn.co.uk](mailto:recruitment@greenburn.co.uk)

