



Events Officer and Administrator x 2

The Saltire Society is offering two fantastic opportunities to join the team at a unique, independent voice supporting and celebrating Scotland's cultural life. We are looking for two dynamic individuals who can work well in a small team as well as on their own initiative, with proven experience in event programming and management.

The Saltire Society is a small influential cultural charity with an energetic and engaging approach to managing and delivering our aims as a celebrant and provocateur. This is strongly linked to our programme of projects and awards and the associated events. The appointed persons will work closely with our Programme Director, Board of Trustees, Volunteers and Partners to develop and run a range of events for the Society's 2019 -2020 programme.

The specific qualities of our ideal candidates will include:

Essential

- Excellent communication skills, both written and verbal
- A successful track record of project management including effective budgeting and budgetary control
- A successful track record of events management and delivery, ideally with experience of managing a number of projects concurrently
- Knowledge of data gathering methods and analysis
- Ability to work independently, seeking guidance where needed
- Ability to work to deadlines and project manage
- Experience of establishing and using social media platforms
- Track record of working positively with volunteers and partners

Desirable

- Knowledge and experience of project fund raising
- An interest in and familiarity with current Scottish cultural affairs
- Understanding of marketing principles

Main Duties and Responsibilities

- Responsible for the day to day co-ordination and planning of the events and awards programme including co-ordinating set up, delivery and break down of events, liaising with venues and event partners and participants and managing specific event budgets.
- Fundraising for specific events and projects
- Produce and undertake event surveys, analyse data and produce evaluation reports.
- The preparation of publicity materials such as press releases, banners, flyers etc, where necessary
- Website and social media content management
- General Administration governance including general Saltire Society correspondence (emails, mail and telephone) and finances (such as bank statements and monthly pay runs) and minute taking during meetings
- Management of memberships, including administering databases and liaising with members and Branches

- Responsible for the management of the Society's venues bookings.
- Other duties appropriate to the nature of the post as directed by the Programme Director

Hours

3 day week, 24 hours per week

First position - Monday - Wednesday 9am to 5pm - 1pm to 2pm lunch hour break

Second position – Monday, Tuesday & Thursday 9am to 5pm - 1pm to 2pm lunch hour break

Working days can be flexible.

Holidays

Pro-rata based on 25 days per annum in addition to statutory public holidays dates, based on Edinburgh City Council. Time off in lieu may be taken at the Programme Director's discretion

Contract length

12 Months (4 March 2018 – 3 March 2019) with a possibility of extension thereafter

Pay rate

£21,840 pro rata (£13,104.00) plus pension

Responsible to

Saltire Society Programme Director

Place of Work

The normal place of work will be the Saltire Society Headquarters (9 Fountain Close, 22 High Street, Edinburgh) but attendance at other venues will be required for events and meetings.

To Apply

Please send your CV with a covering letter to:

saltire@saltiresociety.org.uk

Deadline for Applications

Noon on Monday 28 January 2019

**Please note interviews for the position will be held on
Wednesday 6 February 2019.**