

Scottish Rural & Island Parliament

Island Engagement Assistant – self-employed contract



Do you recognise island and rural communities as places full of potential? Could you help connect island and rural communities to each other and to decision-makers to help share our stories, challenges and solutions? Do you want to help build links, not just within Scotland, but also across the UK and beyond, into Europe?

The Scottish Islands Federation (SIF) is seeking an Island Engagement Assistant, to work as part of a small, dedicated team, including Scottish Rural Action (SRA) delivering a successful and inspiring Scottish Rural and Islands Parliament during the first 3 days of November 2023.

This position is offered as a short-term self-employed contract.

Hours: up to 300 hours with scope for additional hours dependent on funding (based on 2 days per week)

Remuneration: £20 per hour

Timescale: contract will run from September 2023 until 31 March 2024

Location: home based

Background

The Scottish Islands Federation (SIF) is a dynamic and growing federation of island communities working together to have a stronger voice on common challenges, and to share ideas and experience. We provide a conduit to island policy, decision-making and research as well as a wide range of networking and learning exchange activities for island communities. We support the Scottish Government Islands Team and as a key stakeholder are closely involved in pan European Smart Island strategies, including the Clean Energy EU islands through our membership of the European Small Islands Federation.

SIF is managed by a board of voluntary Directors and our membership embraces a wide variety of island-based community organisations as well individuals, businesses and other bodies concerned with the sustainability of island communities. Currently, our work is mainly funded through the Scottish Government Islands Team and member subscriptions.

Over 2023/24 SIF is delighted to be working with SRA as co-secretariat for the 2023 Scottish Rural & Island Parliament (SRIP) and coordinated follow up after the event. The SRIP Engagement Assistant post is supported through funding from SRA and will focus on enabling island community engagement in the Parliament as well as contributing to its delivery, promotion and reporting.

Purpose of the job

The SRIP will take place in Fort William over 1 to 3 November 2023 and will be followed by a roadshow of in person events and online sessions over January to March 2024. The purpose of the role is to assist SIF and SRA in the successful promotion and delivery of the SRIP and Roadshow, and in particular, facilitating strong engagement and outcomes for island communities.

Key activities and responsibilities

The post holder will work with island communities and stakeholders to explore opportunities and solutions raised through the SRIP and Roadshow, helping to shape the events, outcomes and policy recommendations, as well as the ongoing work of SIF and SRA.

As part of the SRIP delivery team, you will help with communications, administration, reporting and logistics to help ensure that the SRIP process, particularly including its hybrid online conferencing elements, are designed to optimise engagement with island communities.

Person specification

Skills & Personal Attributes

- A comprehensive appreciation of contemporary island life, including associated challenges and opportunities.
- A strong commitment to equality and diversity and to enabling the inclusion of people and communities who face barriers to being heard.
- Highly developed communication skills (digital, written and verbal) with a proven ability to communicate effectively with a wide range of people in the community and public sectors.
- A self-starter, able to work efficiently and under pressure, manage multiple projects and prioritise.

Experience – Essential

- High levels of technical literacy including experience of Word and Excel and a proven ability to gain an understanding of new programs quickly.
- Experience of social media account management and content creation for organisations.
- Experience of working with colleagues and volunteers spread across different geographical areas.
- Experienced at organising and running meetings and events, in person, online and hybrid.

Experience – Desirable

- Experience of public affairs, parliamentary, advocacy, policy and/or campaigning activity in a voluntary or public sector organisation.
- Knowledge of the National Plan for Scotland's Islands.
- Experience of designing small-scale research activities – surveys, focus group consultations – and analysing data arising from these.
- Experience of building and supporting networks and facilitating participation activities.

Application process

SIF is committed to advancing diversity in our workforce and to challenging all forms of inequality. We would be particularly keen to encourage applicants from Black Minority and Ethnic, LGBT, disabled, migrant and other backgrounds underrepresented within the rural and island development sector.

To apply for this role, you should send your CV (maximum 2 pages), covering letter (maximum 1 page), and details of two referees to info@scottish-islands-federation.co.uk no later than 5pm on Monday 4 September. We will seek your permission before contacting your referees.