



Engagement Catalyst (April 2023)

This information pack includes:

- | | | |
|----|-----------------------------|--------|
| 1. | About Scottish Rural Action | page 2 |
| 3. | About the role | page 3 |
| 4. | Job description | page 4 |
| 5. | Person specification | page 5 |
| 6. | How to apply | page 6 |



About Scottish Rural Action

Scottish Rural Action (SRA) is a charity and company limited by guarantee. Our members are individuals and organisations from across rural and island Scotland. They help us shine a light on the activities their communities are taking forward to address the challenges we face including climate change, the biodiversity crisis and the rising cost of living. Our members also help us shine a light on the many assets within rural and island places including our natural environment, our heritage, our people, our community organisations and our enterprises.

In turn, SRA builds platforms (networks, campaigns, events or communities of practice) to connect our members and their communities to each other so there is an exchange of learning, ideas and resources. We also work hard to ensure our platforms connect our members and communities to decision-makers in Scotland, the UK and Europe, so that legislation and policy is directly shaped by grassroots rural and island expertise.

Our values are inclusion, diversity, engagement and partnership, and our platforms focus on addressing the barriers that many rural and island people face to participating and having their voices heard.

The process of connecting rural and island communities to each other and to decision makers is called 'the rural movement'. Our most recognisable platform is the [Scottish Rural & Islands Parliament](#), which we co-secretariat with the Scottish Islands Federation, and which forms part of the [European Rural Parliament](#), a network of rural movements from over 40 different countries.

The next Scottish Rural and Island Parliament (SRIP) will take place in Fort William in November 2023 and has the theme of 'village halls and community spaces', because everything starts with bringing people together. The SRIP will bring hundreds of rural and island people and organisations together to discuss everything from childcare to culture, transport, housing, energy, land and climate. November 2023 will also see the first ever Scottish Rural & Islands Youth Parliament.

If you believe that rural and island places are full of potential and if you are passionate about connecting people and enabling them to share their stories and expertise, please consider joining our team.

You can find more information about our work on our website: www.sra.scot

About the role

Salary	£30,000 pro rata
Pension	6% employer contribution
Hours	Negotiable 3-4 days per week
Leave entitlement	33 days pro rata
Other benefits	Annual allowance of £400 which may be used for personal development or personal wellbeing
Location	Mainly home-based but can negotiate 1 day per week in a local work hub of your choice
Responsible to	National Coordinator
Expected Start date	June 2023 or as soon as possible

We are looking for an enthusiastic and experienced person to join our small staff team and increase the capacity of our organisation to engage with grassroots communities across rural and island Scotland.

This is a one-year contract which will run from June 2023 to June 2024. Prolongation of the contract beyond June 2024 is envisaged subject to Scottish Rural Action obtaining the necessary funding.

In your first year in post, you will build our member services, engaging proactively with our membership, especially those living in isolated rural and island communities, to inspire them, develop their skills and activism, and support them to influence the policy decisions that affect their daily lives.

You will enable our members and other grassroots networks, including an emerging network of organisations supporting village halls and community spaces, to engage with the Scottish Rural and Islands Parliament (SRIP). This will involve helping the National Coordinator, the Campaigns and Communications Lead and our Board of Directors to design and deliver an inclusive participation process in the SRIP programme. In 2024, you will focus on enabling grassroots participation in the European Rural Parliament.

Please note that we try to minimise travel across Scotland and internationally as much as possible, but you will be required to attend a certain number of meetings and events each year in person. We are happy to consider flexible working opportunities including, but not limited to: condensed hours, flexible hours of work, part-time/reduced hours and job share. We are open to discussing individual requests.

Scottish Rural Action has a commitment to diversity and challenging all forms of inequality. We would be particularly keen to encourage applicants from Black Minority and Ethnic, LGBTQ+, disabled, migrant and other backgrounds underrepresented within the rural and island development sector.

Job Description

The purpose of the role is to increase the capacity of our organisation to engage with grassroots communities across rural and island Scotland.

While your main responsibilities are outlined below, there is scope for you to shape the job and the activities you deliver to your own passions and areas of expertise.

Main responsibilities are:

1. In conjunction with the Board's Comms & Engagement Subgroup, to lead on developing Scottish Rural Action's member services, identifying mechanisms to reach out to different geographies and communities of interest, managing our members' events and workshops and generally acting as the main point of contact between SRA and our membership.
2. To work with SRA's staff and Board to design and deliver the November 2023 Scottish Rural & Islands Parliament, ensuring it is relevant and accessible to grassroots rural and island communities. In 2024, focus will shift to supporting grassroots Scottish engagement in the European Rural Parliament.
3. To develop one thematic network or community of practice each year, with a focus in the first year on bringing together different organisations that support village halls and community spaces in Scotland.
4. To contribute proactively to SRA's external communications through our website, social media and newsletter.
5. To work with SRA's National Coordinator to develop methods for evaluating your work and reporting to funders, including the Scottish Government.
6. To demonstrate a commitment to equality and diversity and to enabling the participation of people and communities who face barriers to being heard and included.

Person Specification

Skills & Personal Attributes – Essential

- An understanding of rural and island life;
- A strong commitment to equality and diversity and to enabling the participation of people and communities who face barriers to being heard and included;
- Highly developed communication skills – digital, written and verbal, with a proven ability to communicate effectively with a wide range of people in the community, private and public sectors;
- Ability to manage a busy and diverse workload against challenging deadlines.

Experience – Essential

- Experience in a similar job(s) and/or volunteering role(s);
- Experience in building and supporting networks of people and/or organisations with shared interests;
- Experience in event management and delivery;
- Experience of facilitating groupwork and participation activities and evaluating their impact.

Experience – Desirable

- Experience of organising hybrid meetings and events;
- Sound working knowledge of a variety of communications tools, including social media;
- Good knowledge of the Scottish community sector and an external and political awareness
- Experience of designing small-scale research activities (e.g. surveys, focus group consultations) and analysing data arising from these.

The post-holder will be expected to work, at least partially, from a home base with an option of one day a week at a local work hub.

The post-holder should have the ability to travel throughout Scotland with optional occasional travel outwith Scotland. This includes access to a car or other appropriate means of travel. Travel and other expenses will be reimbursed in accordance with SRA's policy.

How to apply for this post

Opening Date	Wednesday, 26 April 2023
Closing Date	Monday, 15 May 2023 at 5pm
Interview	By zoom on Monday, 29 May or Tuesday, 30 May 2023

After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact our National Coordinator, Artemis Pana by emailing artemis@sra.scot or telephoning 0773 059 6842. Any such contact will be treated anonymously and will not impact your application.

If you would like to apply for this post, please return your CV and a covering letter explaining how you meet the job criteria (page 6 of this document) by Monday 15 May to the Chair of SRA's Board of Directors via info@sra.scot.

We will aim to contact you by Monday, 22 May 2023 to let you know the outcome of your application.

Thank you for your interest in working with Scottish Rural Action.



Theona Morrison
Chair of the Board of Scottish Rural Action