

<b>Job Description</b>	
<b>Job Title:</b>	Central Region Support Officer
<b>Location/Based:</b>	Central Scotland – home based or based at members' office with regular travel to SLE HQ at Musselburgh and throughout the central region
<b>Reports To:</b>	Regional Chair and Executive Director
<b>Staff Responsibility:</b>	None
<b>General Overview of the position:</b>	<p>The Regional support Officer will work with the Regional Chair, Regional Committee and SLE HQ staff to deliver an agreed regional workplan.</p> <p>Key areas of regional activity to deliver this are:</p> <ul style="list-style-type: none"> <li>• Building the profile of membership and the organisation</li> <li>• Promotion the positive contribution of the members</li> <li>• Representation members' interests</li> <li>• Political engagement</li> <li>• Support to members' businesses</li> <li>• Promotion of best practice</li> </ul> <p>PT role 21 hours per week</p>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To build and strengthen effective relationships with the membership in the region, and develop a detailed understanding &amp; knowledge of their businesses and views</li> <li>• To raise awareness of the social, economic and environmental contribution of rural land managers.</li> <li>• To support the regional chair in mobilising the membership in the region</li> <li>• To work with members in the region to identify and feed issues of regional and national significance to the SLE Policy Team</li> <li>• To work with members to produce content for various regional communications and marketing outputs</li> <li>• To assist with the recruitment and retention of membership</li> <li>• To communicate regularly to members in the region through a variety of channels, including social media</li> <li>• To support effective networking amongst the membership</li> <li>• To arrange members' meetings, estate visits and regional events.</li> <li>• To act as a contact point between SLE and local representatives of Scottish Government departments, its agencies, local authorities and branches of relevant rural organisations within the Region</li> <li>• To assist in the delivery of regional political engagement</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To work with the regional chair to produce regular reports on region activity</li> <li>• To represent SLE at appropriate events in the region</li> <li>• To represent SLE on key regional stakeholder groups or provide support to members who represent the organisation on such groups</li> <li>• To provide administrative support to the Regional Chairman, Regional Committee and other Regional Groups.</li> <li>• To establish contact and build local relationships with local media.</li> </ul>
<b>Key Contacts</b>	<p>Central Regional Chair and regional committee  Executive Director  Other Regional support officers and regional co-ordinator  SLE National Chair and Vice Chairs  HQ Policy Team, Communications Team &amp; Business Team</p>

<b>Person Specification</b>		
<b>Job Title</b>	<b>Central Regional Support Officer</b>	
<b>Date Created</b>	August 2018	
	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b>	<p>Experience of working both in a team environment and on your own.</p> <p>Experience of using range of communications tools including social media</p> <p>Experience or knowledge of rural issues</p> <p>Experience of organising meetings and events</p> <p>Experience of organising and prioritising a demanding and varied workload</p>	<p>Experience of political engagement</p> <p>Experience with working with partner organisations</p> <p>Experience of increasing engagement – either in a membership organisation or other sphere</p> <p>Experience of producing material for print or other media</p>
<b>Skills/Knowledge:</b>	<p>Ability to build good relationships with a wide range of individuals and organisations</p> <p>Ability to manage own workload with steer/direction on priorities</p> <p>Ability to produce accurate work to tight deadlines</p> <p>Ability to produce accurate minutes</p> <p>Familiarity with key land management issues</p>	<p>Knowledge of Scottish political scene</p>
<b>Aptitudes/Attributes</b>	<p>Self motivated team player</p> <p>Good communicator</p> <p>Proactive approach and experience of delivering results</p>	
<b>Other Job Requirements:</b>	<p>Full driving licence and access to own car</p>	