

Title: Communications Role – Work Experience

Based at: Scottish Land & Estates' Headquarters, Musselburgh

Salary: Above National Living Wage

Length: Flexible. Up to end of July 2018.

Time Commitment: 34.5 hours per week, although part time considered.

Scottish Land & Estates

Scottish Land & Estates is the voice of rural businesses throughout Scotland. We are a membership-based organisation representing a wide range of rural businesses, including farmers, foresters, tourism operators, housing providers, leisure companies, and renewable energy providers. Our members play a critical role in ensuring sustainable, healthy and empowered rural communities, providing housing, employment and a wide range of economic, environmental and social benefits.

This Communications work experience role will support the delivery of our external communications strategy, through supporting our Helping It Happen campaign and our social media channels.

This is a great opportunity to build and develop a broad range of skills and experience across a range of communications-related disciplines. This work experience post is ideal for a recent graduate or someone currently studying a communications-related course in Further Education.

Job Description

You will be required to support the Communication & Public Affairs team in a variety of tasks, in particular:

- Assisting with creation of social media content.
- Researching and drafting written content for SLE's campaigns and publications.
- Assisting with production of daily press summary.

Experience, Skills, and Knowledge

Essential

- Excellent writing and editing skills
- Good understanding of social media platforms and strategy
- Ability to work flexibly and with enthusiasm
- Ability to work on own initiative and as part of a team
- Proficient in the use of Microsoft Office packages such as Word, Excel and Outlook.

Desirable

- Experience of drafting case studies and press releases
- Experience managing social media campaigns

How to Apply

Please send your CV and a brief cover letter, which outlines your experience, skills and knowledge, as listed above, to Donald Inch, Public Affairs Officer, at Donald.inch@scottishlandandestates.co.uk. Please specify the duration and time commitment you are able and willing to make in your cover letter.

Deadline: 5pm on Friday 18th May 2018.