

Job Description	
Job Title:	Highland Region Support Officer
Location/Based:	Highland Scotland – home based or based at members’ office with regular travel to SLE HQ at Musselburgh and throughout the central region
Reports To:	Regional Chair and Executive Director
Staff Responsibility:	None
General Overview of the position:	<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"> • Building the profile of membership and the organisation • Promotion the positive contribution of the members • Representation members’ interests • Political engagement • Support to members’ businesses • Promotion of best practice
Main duties and responsibilities:	<ul style="list-style-type: none"> • To build and strengthen effective relationships with the membership in the region, and develop a detailed understanding & knowledge of their businesses and views • To raise awareness of the social, economic and environmental contribution of rural land managers. • To support the regional chair in mobilising the membership in the region • To work with members in the region to identify and feed issues of regional and national significance to the SLE Policy Team • To work with members to produce content for various regional communications and marketing outputs • To assist with the recruitment and retention of membership • To communicate regularly to members in the region through a variety of channels, including social media • To support effective networking amongst the membership • To arrange members’ meetings, estate visits and regional events. • 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 • To assist in the delivery of regional political engagement
Other Duties	<ul style="list-style-type: none"> • To work with the regional chair to produce regular reports on region activity • To represent SLE at appropriate events in the region • To represent SLE on key regional stakeholder groups or provide support to members who represent the organisation on such groups • To provide administrative support to the Regional Chairman, Regional Committee and other Regional Groups. • To establish contact and build local relationships with local media.
Key Contacts	<p>Highland 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 & Business Team</p>

Person Specification		
Job Title	Highland Regional Support Officer	
Date Created	August 2018	
	Essential	Desirable
Experience:	<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 of working in rural sector</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 of working with local authorities and other partners</p>	
Skills/Knowledge:	<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>Knowledge of rural issues</p> <p>Familiarity with key land management issues</p> <p>Knowledge of Scottish political scene and political processes</p>	<p>Knowledge of environmental/conservation issues</p>
Aptitudes/Attributes	<p>Self motivated team player</p> <p>Good communicator</p> <p>Proactive approach and experience of delivering results</p>	
Other Job Requirements:	<p>Full driving licence and access to own car</p>	