

Digital Communications Officer

Candidate Pack



Job Title	Digital Communications Officer
Place of Work	JudoScotland, Fourth Floor, EICA:Ratho, South Platt Hill, Newbridge, EH28 8AA
Business Area	Business Support Team
Responsible To	Manager, Business Support Team
Hours	37.5 hours (office based) – part time/full time/job share options available
Salary	Level 1: £21,255 to £30,000 pro-rata
Annual Leave	36.5 days per year inclusive of 6.5 days public holiday/Christmas shutdown

Overview

JudoScotland is the sportscotland recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 7,500 individuals and supports more than 190 clubs. JudoScotland is committed to growing a more engaged, diverse membership and providing progressive, inclusive opportunities across all levels through the delivery of its new strategy 'Judo For All' (2023 – 2027). Delivering an enhanced membership experience by utilising modern digital platforms.

Background

The role of Digital Communications Officer sits within the Business Support Team, which provides support across the business including: membership services; communications; marketing; finance; and performance administration and logistical support.

Primary Job Purpose

Working through the Communications and Marketing Executive as part of the Business Support Team, you will provide coordinated digital communications services for the JS membership. You will work closely with the Business Delivery Team to support the delivery of campaigns being delivered across the organisation by maximising our digital resources.

You will have an active part in the overall communications of the organisation and will have the ability to develop your skill set in CMS, email marketing, content creation and social media management.

Responsibilities and Duties

1. Create and schedule content across JudoScotland social media channels, including but not limited to TikTok, Instagram, Facebook and Twitter.
2. Working closely with the Communications and Marketing Executive to develop content plans for campaigns, events and key cultural moments.
3. Research and explore regular content ideas and opportunities to drive growth across marketing channels.
4. Be responsible for the consistent application of the company's brand values and tone of voice into content across marketing channels.
5. Maintain knowledge of relevant trends and market activity.
6. To provide exceptional digital support for the membership through the JS database.
7. To provide support at JS events when required.
8. To produce monthly membership reports for Senior Leadership Team.
9. To provide exceptional frontline customer service via phone, email and in-person.
10. To provide an integrated administrative support function across JS.
11. To undertake other activity as directed by your Line Manager or Chief Executive Officer.

Knowledge, Skills and Experience Required

12. A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of Microsoft Office and other software packages.
13. A love for social media and creating scroll-stopping content.

14. A keen eye for detail that appreciates the importance of brand voice, look and feel.
15. An interest in digital communications with the aspiration to digitalise current practices.
16. Experience in managing/maintaining a customer database.
17. Experience of working as part of a team.
18. Willingness to work evenings/weekends when required (approximately 6-8 weekends per year reimbursed via a Time Off In Lieu system).
19. Experience of having worked in a customer-focussed role.

Application Process

1. Please forward a covering letter or introduction video along with your C.V., **under confidential cover** to hr@judoscotland.com, with the email subject: "DCO Recruitment".
2. Closing date for applications will be Thursday 18th May 2023, with interviews being held Thursday 8th June 2023.