



JudoScotland

Communications Officer

Application Pack



About JudoScotland

JudoScotland is the sportsScotland recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 9,000 individuals and supports more than affiliated 200 affiliated 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).



The Role

Job Title: Communications Officer

Place of Work: JudoScotland, Fourth Floor, EICA: Ratho, South Platt Hill, Newbridge, EH28 8AA

Business Area: Business Support Team

Responsible To: Communications and Marketing Manager

Hours: 37.5 hours per week – part time/full time/job share options available.

Because the sporting calendar includes events outside standard office hours, some evening and weekend work will be required as part of contracted hours.

Salary Level 1: £26,250 to £32,000

Annual Leave: 36.5 days per year inclusive of 6.5 days public holiday / Christmas shutdown



About The Team

The role of 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 Role

Working through the Communications and Marketing Manager as part of the Business Support Team, you will provide coordinated communications services for the JS membership and wider stakeholders. You will work closely with Business Delivery and Performance Development Teams to provide support for initiatives, projects and events before, during and after delivery. This includes athlete training sessions, membership event promotions, volunteer recruitment and other development opportunities. 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

- ▶ Create and schedule video, graphic and written content across JudoScotland's communications channels (including Website, TikTok, Instagram, Facebook and LinkedIn) in line with the wider communications strategy.
- ▶ Work collaboratively with Senior Leadership, Business Delivery, Business Support and Performance Development to provide proactive support and contribute to positive outcomes across the organisation.
- ▶ Work closely with the Communications and Marketing Manager to develop content plans for campaigns, events and key cultural moments.
- ▶ Research and explore regular content ideas and opportunities to drive growth across marketing channels including SEO.
- ▶ Be responsible for the consistent application of the company's brand values and tone of voice into content across marketing channels.
- ▶ Maintain knowledge of relevant trends and market activity.
- ▶ To provide exceptional digital support for the membership through the JS database.
- ▶ To provide support at JS events when required.
- ▶ Produce monthly reports for the Communications & Marketing Manager and the Senior Leadership Team, based on analytical performance data.
- ▶ Provide exceptional frontline customer service via phone, email and in-person.
- ▶ Provide an integrated administrative support function across JS.
- ▶ Undertake other activity as directed by your Line Manager or Chief Executive Officer.



Knowledge, Skills and Experience Required

- ▶ A high level of computer literacy/information technology (IT) skills, to include a comprehensive, demonstrable understanding of Microsoft Office, Adobe and other software packages.
- ▶ Confident in video editing and knowledgeable in basic graphic design principles.
- ▶ A love for social media and creating scroll-stopping content, with the ability to analyse and adapt.
- ▶ A keen eye for detail that appreciates the importance of brand voice, look and feel.
- ▶ An interest in digital communications with the aspiration to digitalise current practices.
- ▶ Experience in managing/maintaining a customer database.
- ▶ Experience of working as part of a team.
- ▶ Willingness to work evenings/weekends – much of the business activity can be out-with standard office hours (Any additional hours worked will be compensated through Time Off in Lieu)
- ▶ Experience of having worked in a customer-focused role.





Benefits and Your Wellbeing

In addition to free JudoScotland membership, staff members also benefit from:

Generous Holiday Package: Enjoy 27 days of paid annual leave, plus 6.5 bank holidays to rest and recharge.

Festive Office Closure: On top of your annual leave, we also close the JudoScotland office over Christmas and New Year, giving you extra time to relax.

Flexible Working: We value your work-life balance! Take advantage of flexible working that fits around your personal and professional needs.

Training & Development: We're committed to your growth, offering training and opportunities to enhance both your personal and professional skills.

Volunteer Day: We're passionate about giving back! Each staff member gets a fully paid day to volunteer for a cause that's meaningful to them.

Application Process

Please complete and submit the Microsoft Forms application (link below) prior to the closing date. If you would like to include an accompanying video or visual portfolio to support your application, please email it to hr@judoscotland.com.

Closing date for applications will be **10am on Monday 9th of March**. Interviews will take place w/c 16th March.