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3rd Floor

94 Hope Street

Glasgow

G2 6PH

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| **Post** | Living Wage Project Assistant |
| **Salary** | £28,816 (pro rata) per annum plus 6% pension |
| **Duration** | Fixed Term until 31st March 2025 with likely extension |
| **Hours** | 28 hours per week |
| **Location** | Glasgow, but home working until further notice |
| **Line Manager** | Living Wage Scotland Manager |

**JOB PURPOSE**

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The Living Wage Project Assistant will support employer engagement, marketing and communications activities that contribute to the growth of the Living Wage employer movement in Scotland, including promotion of Living Wage employer accreditation, Living Wage Places, Living Pension and Living Hours.

The post of Living Wage Scotland Project Assistant will suit a creative individual who has experience in creating written copy and social media content in a professional setting, has excellent verbal and written communication skills and outstanding organisation and prioritisation abilities. The post holder should hold a strong commitment to achieving social justice and a desire to tackle in-work poverty.

Responsibilities will include supporting internal and external communications activities, maintaining our website and social media platforms, contributing to the development of digital and print assets and materials relevant to the project aims (case studies, web materials, articles, promotional resources), supporting events (virtual and in-person), and supporting the delivery of Living Wage Scotland’s communications strategy.

The role will involve close collaborative work within a small team, and direct engagement with our network of accredited Living Wage employers.

**JOB BACKGROUND**

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The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others. The Scottish Government, local authorities and charitable trusts financially support us to carry out our work, alongside our members.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities affected by poverty and providing support to influence policy solutions in Scotland.

Living Wage Scotland was launched in April 2014 by the Poverty Alliance with the aim of increasing the number of employers in Scotland who are recognised for paying their staff the real Living Wage.

Living Wage Scotland is a partnership with the Living Wage Foundation and the Scottish Government are a key funder.

The Living Wage Project Assistant will play a crucial role in supporting over 3500 Living Wage accredited employers in Scotland to enhance their participation with Living Wage Scotland activities and projects.

**JOB DESCRIPTION**

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Key Responsibilities:

**Implementation of relevant areas of the Living Wage Scotland strategy including:**

1. Maintaining and growing the network Living Wage employers in Scotland by promoting the benefits, success and key messages of the Living Wage movement
2. Promotion of additional schemes delivered by Living Wage Scotland, namely Living Wage Places, Living Pension and Living Hours
3. Recording, Monitoring & Reporting

Detailed responsibilities:

**1.1 Maintaining and growing the network Living Wage employers in**  **Scotland by promoting the benefits, success and key messages of the Living Wage movement**

Main duties are to:

To create and develop promotional resources and other materials such as infographics, website/social media graphic and case studies relating to Living Wage employer accreditation

To maintain and develop the “scottishlivingwage.org” website

To further develop Living Wage Scotland’s social media profile

Responsible for production and development of e-news

To support development and delivery of media work with support from the Living Wage Scotland Manager

**2.1 Promotion of additional schemes delivered by Living Wage Scotland, namely Living Wage Places and Living Hours**

Main duties are to:

To contribute to the development of new promotional resources and other materials such as infographics, website/social media graphic and case studies to promote Living Wage Places, Living Pension and Living Hours as additional schemes delivered by Living Wage Scotland

Provide administrative support for meetings and events when required

**3.1 Recording, Monitoring & Reporting**

To support the preparation and delivery of reports on LWS’s CRM (Salesforce) and employer communications

Development and maintenance of distribution lists

To support analysis of digital media performance using social media and website analytics

**General**

To contribute to staff team meetings and planning processes as required, and to represent our values.

Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.

To carry out other tasks and duties as required by the Living Wage Scotland Manager

**PERSON SPECIFICATION**

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**Essential Experience, Knowledge & Skills**

Experience of updating websites, using a variety of social media and other web-based applications in a professional context.

Excellent communication skills, both written and verbal.

The ability to understand and synthesize details and to articulate these in a simple and accessible way.

Excellent organisational and workload management skills, with attention to detail.

Proficient IT skills, in particular MS Office, Teams, SharePoint, Zoom.

The ability to manage change effectively.

Demonstrable commitment to collaborative team work.

Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.

**Desirable Criteria**

Experience of working with the media.

Experience of copywriting.

An understanding of civil society and business networks in Scotland and the UK.

Knowledge of issues related to low pay, labour market inequality and policy responses to them in Scotland.

Experience of working alongside people with experience of poverty.

Educated to Degree level, or equivalent, in appropriate discipline e.g. Social Sciences or Marketing.

Full driving licence.