



JudoScotland

**Communications Officer
Application Pack**



About Us

JudoScotland is the sportsScotland recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 8,000 individuals and supports more than 200 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).

[Click Here To Read Our Strategy](#)



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.

[Click Here To Meet The Team](#)



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 (office based) – part time/full time/job share options available

Salary Level 1: £23,400 to £30,000 pro-rata

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

Primary Job Role

Working through the Communications and Marketing Manager 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

- ✓ Create and schedule content across JudoScotland social media channels, including but not limited to TikTok, Instagram, Facebook, LinkedIn and X.
- ✓ Working 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.
- ✓ To produce monthly membership reports for Senior Leadership Team.
- ✓ To provide exceptional frontline customer service via phone, email and in-person.
- ✓ To provide an integrated administrative support function across JS.
- ✓ To 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 and other software packages.
- ✓ A love for social media and creating scroll-stopping content.
- ✓ 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 when required (approximately 6-8 weekends per year reimbursed via a Time Off In Lieu system).
- ✓ Experience of having worked in a customer-focussed role.



Benefits and Your Wellbeing

- ✓ 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.
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Application Process

Please complete and submit the Microsoft Forms ([link below](#)) application form prior to the closing date.

In order to continually monitor and improve our practices, we also ask that you complete the Equal Opportunities Monitoring Form ([below](#))- this will not be seen by the panel which shortlists or interviews.

Closing date for applications will be 12pm Friday 15th November 2024, with interviews being held week commencing 25th November 2024.

[Click Here To Apply](#)

[Equal Opportunities Monitoring Form](#)

