

COMMUNICATIONS ASSISTANT

Job Description

As revised on 09/08/2023

About Transform Scotland

Transform Scotland is the national campaign for sustainable transport. We are a registered Scottish charity, founded in 1997.

We are a membership organisation of around 60 NGOs, community groups, transport companies, local authorities and others who all support walking, cycling and public transport as an essential means of combating climate change, improving public health and tackling inequality.

Our activities include public affairs influencing, speaking out in the media, building partnerships and alliances, events, research and issuing a wide range of publications that aim to influence policy at all levels.

1. General description.

- 1.1 This post involves working with the Transform Scotland Communications Officer, alongside other staff members, to deliver communications, campaigns, and public affairs activities.
- 1.2 This role will enable you to gain experience working in a small team, making a real difference to transport, climate change and the environment in Scotland.
- 1.3 You will work with, report to, and be line managed by, the Communications Officer.
- 1.4 The post is normally based in Transform Scotland's office at 5 Rose Street, Edinburgh.

2. Main duties.

- 2.1 Assist with the formulation and delivery of our marketing and communications strategies.
- 2.2 Prepare content for our website, social media channels, and email marketing.
- 2.3 Assist with the preparation of publications (digital & print).
- 2.4 Assist with the planning and delivery of events (online and in-person).
- 2.5 Assist with the preparation of analytics for our marketing and communications activities, and report on progress to the Communications Officer and Director.

....