



SCA Events & Communications Officer – Salary circa £20k – Full time (37 hrs/week) – Maternity Cover

The Scottish Canoe Association (SCA) is the National Governing Body for canoeing in Scotland. The SCA has over 3,300 members and a further 3,600 club members within 90 clubs which are affiliated to the SCA.

The SCA seeks an **Events & Communications Officer**, based in the SCA Office in Edinburgh EH12 9DQ as a maternity cover starting mid-October (start date flexible). We are happy to consider secondments from other organisations.

You will be an enthusiastic individual who can plan and manage successful events and communicate effectively with a wide variety of customers, members and partners. Together with the rest of the staff team and volunteers you will help us grow the sport and our membership through the running and promotion of events run to a high level of safety and quality. In addition, a key part of this role is supporting the roll out of the new SCA membership, events and club management system, 'Go Membership'.

You will be very capable in IT, particularly in the use of online databases, entry systems and websites. You will have responsibility for keeping the SCA website up to date and for SCA social media. You will be able to demonstrate that you can manage your own work schedule and meet deadlines. Excellent influencing and communication skills and a focus on customer service and attention to detail are also essential in this role.

This is a full time maternity cover role and will consist of a regular working pattern based in the SCA Office. There will be an occasional requirement to attend some events on evenings and weekends – engaging and supporting volunteers who are organising and running SCA events and competitions.

To apply, please complete and return the SCA application form and monitoring form, marked Private & Confidential Andy Murray, to office@canoescotland.org at the SCA Office (SCA, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ). For further information: canoescotland.org

For an informal discussion, contact Andy Murray, Head of Coaching and Development on 07900 887007.

Closing Date: Friday Noon on Friday 25th August 2017

Interviews: Friday 1st September in Edinburgh (successful candidates notified by noon on Monday 28th August)

Start Date: October – exact date to be mutually agreed

The SCA is committed to equality and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic

origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Applications are especially welcome from individuals within groups currently under-represented within the SCA staff team such as women, disabled people and those from black and minority ethnic communities.