

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

Communications Officer – Visual Lead (B1) - one-year fixed term contract

Based in our Edinburgh office, the post offers a salary within the range FTE £27,231 - £30,039 per annum (currently under review).

Role Purpose:

To augment the A&DS Learning and Communications team, we are looking for a **Communications Officer** to help deliver the Communications strategy.

Working with the Learning and Communications team the candidate's role will include gathering and drafting a variety of publications, case studies and examples to publish across our various channels. This role requires strong graphic design skills, but also general editing and writing skills.

The Communications Officer will gather content from across the organisation to share examples and evidence of the benefit of a whole-place collaborative approach.

They will ensure that all content is of high quality and follows our tone of voice. The communications officer should be an excellent editor. They should be able to take a wide range of information and pull it into a coherent case study or resource.

They will have a good eye for design and will be able to take a lead on applying A&DS branding across a range of materials, including case studies, presentations and publications.

They will work with the team to identify and produce learning resources for our digital channels.

Essential experience/background

- Qualification in digital marketing, marketing, or graphic design;
- Experience in creating learning resources, case studies or publications;
- Experience in working with a range of digital channels;
- Ability to translate complex messages into simple and accessible content for a wide audience, including applying visual identity and branding.

Desirable experience/background

- Interest in design and architecture is desirable, but not essential.

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Key tasks:

- Working with the Learning and Communications team to **create products** for A&DS channels;
- Pull together stories and examples for the Annual Review and the bi-annual **illustrated outcomes report including creating infographics, visual identity etc.;**
- Lead on the production and dissemination of a **monthly e-newsletter;**
- Contribute to the **content strategy and deliver key pieces of content for the website, newsletter, and social media;**
- **Audit content** for accessibility;
- Creating an **image library** with a set of graphics to be used across our external communications products;
- Support the production of **basic video** and other **presentational** content including presentations;
- Working with the **Communications Grid** the communications officer will spot opportunities for content and create and post relevant content.

Essential skills needed:

- Strong graphic design skills – creative and technical skills, e.g., Photoshop, InDesign etc.;
- Ability to create graphics for social media, websites, and publications;
- Ability to create and edit video content;
- Experience in creating engaging and accessible visual content, across multiple channels;
- Experience in using Content Management Systems, including Drupal;
- Ability to take complex information and repurpose it into different formats, including editing PDFs, videos, and other digital content;
- Excellent attention to detail, including grammar and spelling;
- Understanding website accessibility issues, including auditing for accessibility.

Details – issued on	6 May 2022
Closing Date for applications	27 May 2022 at 1700hrs
Email address for applications	recruitment@ads.org.uk
What to include in your email: 1. Completed Application Form 2. Current CV 3. Monitoring Form	
Contact for queries/issues	recruitment@ads.org.uk – Attention of Sue Reynolds

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