

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

Design Officer (B1) - one-year fixed term contract

We are looking for full time enthusiastic design professionals to help us provide advice and promote the benefits of good design to shape the future of our cities, districts and destinations

Based in our Edinburgh office, the post offers a salary within the B1 range FTE £27,231 - £30,039 per annum (currently under review).

Role Purpose

Reporting to one of our Directors, you will contribute across a range of activities across our organisation. As part of this you will get the chance to work with others across the organisation to deliver key elements of our work and the opportunity to gain experience in our advisory, capacity building and promotional work.

Essential Experience/Background

You will be qualified in a relevant discipline and will be working toward membership of a relevant professional body, e.g., ARB, RTPI, LI, GTC, etc.

You will have experience of some or all of the following: -

- Working in a project environment;
- Supporting management of events;
- Report writing and briefing;
- Graphical communication;
- Managing budgets.

Desirable experience/background

In particular, the post holder will be expected to: -

- Provide support to projects led by senior staff;
- Undertake research;
- Develop learning materials and events;
- Draft and design case studies, articles etc. for publication;
- Produce video and other content for media channels;
- Contribute to draft responses to policy consultations;
- Organise workshops and other events;

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- Assist in the delivery of exhibitions;
- Prepare briefings for senior staff and Board members;
- Draft reports and other written material.

Essential Skills Needed

- Comfortable working in a team but capable of working independently as required;
- Committed to improving the design of Scotland's built environment;
- Clear about how this supports the delivery of the Scottish Government's national outcomes;
- Organised, hardworking and creative;
- An excellent communicator;
- Willing to take on new responsibilities and challenges.

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