

Administrative and Communications Officer – Scotland China Education Network

Post holder must be self-employed.

Job Type: Part-time, self-employed.

Part-time hours: 10 per week

Salary: £15.00 per hour (To invoice at the end of each calendar month)

Schedule: Flexible, post holder must manage their own deadlines.

Location: Remote, but based in Edinburgh would be preferable.

Right to work

All applicants must provide their right to work documentation at interview stage, such as a valid passport which will be verified to check your eligibility to work and live in the UK.

Job Description:

The post of Administrative and Communications Officer is central to SCEN's work.

The role holder is responsible for the general administrative support for the Chair of SCEN, the Trustees as required, and in co-ordinating the work and various meetings of SCEN. They will also be responsible for the management and upkeep of the SCEN website, e-newsletters, and its social media accounts. This includes, but is not limited to the posting of news items, events, image galleries, and other relevant items which will be given to them by the Chair, other SCEN members, or partnered stakeholders if approved by the Chair.

The post holder would be expected to work from home primarily. The post holder would be expected to attend all network meetings, usually online via Zoom, or in Edinburgh, with the Chair and other SCEN personnel. In addition, the post holder would be expected to support and attend conferences and other events organised by SCEN in all parts of Scotland whether face-to-face or online.

Hours of employment are around 10 hours per week during school term time on a flexible basis. The post holder may be required to work additional hours in the lead up to specific scheduled SCEN events or meetings. Where the time commitment is likely to exceed 10 hours within any one week there should be prior agreement on this with the Chair.

Initial training and ongoing support will be provided by the Chair and Trustees of SCEN and further training opportunities as required.

About SCEN:

SCEN is a registered charity committed to the teaching of Chinese language and about China in schools in Scotland. SCEN was founded in 2006. We work closely with schools, teachers, and young people who are already learning Chinese or who are interested in learning Chinese in the future. In this we are independent but have developed close links with all major stakeholders in Scotland and beyond who have an involvement in and commitment to the learning and teaching of Chinese.

Please submit your CV and Cover Letter to SCEN@ct.me by Monday, 3 July 2023 4pm.

For more information see the full Job Description.