Scotland China Education Network (SCEN)

Administrative and Communications Officer

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.

Currently we are seeking to develop the voice of young people in SCEN, especially those currently in school-based education, through identifying ways of developing Youth Voice including through an Ambassador programme and online platform where young people who are learning Chinese engage with younger pupils and others interested in learning something of the language and culture.

We also have our Advisory Council and Trustees board.

Overview of the Administrative and Communications Officer Post

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.

The post holder will be required to be self-employed.

Payment will be £15.00 per hour worked, as well as any out-of-pocket expenses.

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

Core Skills

- High level of written and verbal communication skills.
- Strong organisational and planning skills.
- Knowledge and competence in office-based IT.
- Understanding and competence in website management, website development, and use of various social media in a professional capacity.
- Able to work on their own initiative to deliver on agreed plans and tasks.
- Able to solve problems and deal with the unexpected.
- Able to provide information clearly and helpfully in response to enquiries, and to handle sensitive and confidential information appropriately.
- Able to deal with people at all levels and of all nationalities with tact, sensitivity, and awareness of cultural differences and ways of working.
- Digital files organisation and management.
- Able to handle data with appropriate sensitivity.

Desirable Skills

- Experience with Squarespace, Mailchimp, Gmail, Google Analytics, 123Reg, Doodle Polls, Zoom, Twitter, and Instagram.
- Knowledge and understanding of the Chinese learning and teaching community, its stakeholders, and contributors.
- An understanding of the Scottish education system and an interest in the language and culture of contemporary China.
- Any qualifications in Chinese language and culture.
- Working knowledge of the Charity regulatory framework, including the requirements of General Data Protection Regulation and OSCR regulations.

Core Tasks

- General administrative support including tasks such as:
  - Developing and maintaining digital filing.
  - Managing administrative computer-based systems, including the development and use of contact lists (via Mailchimp).
  - Effective communication with SCEN members using a range of approaches.
  - Booking event/meeting accommodation and dealing with ancillary issues such as catering and AV support.
  - Taking accurate and succinct notes of meetings, and writing up meeting minutes which clearly identify action points.
  - Management of SCEN website and social media accounts.
- Development of and support for website and social media use within SCEN.

Annex A: Detail of Current Tasks

Organisation

- Organising and scheduling all meetings of: Trustees (currently four times per year), Advisory Council, consisting of representatives of stakeholder bodies supportive of SCEN, (currently three times a year), Chinese Teaching Club (currently three times a year). This includes proofing and circulation of agendas, circulation of associated papers, minute taking and proofing, and communication with each subnetwork's members. All meeting dates should be organised ahead of the next academic year.
- All confirmed Trustees Minutes should be saved as pdf in preparation for OSCR Report Submission. The Treasurer will request them when needed.
- Supporting the work of other SCEN groups as required - Youth Voice engagement (currently under development), SCEN Ambassador Meetings (irregular).
- Database development and maintenance for all contacts (Mailchimp).
- Ensuring compliance with GDPR regulations, other OSCR requirements, and supporting Trustees in ensuring the timeous submission of the annual report to OSCR.

Engagement, Communications, and Website

- Support and development of the SCEN website, and general overview of website, including site updates under direction of the Chair.
- Development of the online presence of SCEN including those social networks agreed by Trustees (currently Twitter and Instagram).
- General overview of and maintenance for agreed SCEN social networks (currently Twitter and Instagram).
- Communication with SCEN Network and committee members using Mailchimp, email, and other appropriate means, including circulation of the SCEN newsletter approximately monthly.
- Developing and maintaining links with the SCEN membership and following new leads on future development as proposed from time to time by Trustees.
- Responding to routine enquiries and passing other enquiries to Chair or appropriate person.
- Maintaining links where appropriate with SCEN partners e.g.
  - Schools associated with SCEN.
  - Scottish Government.
  - Confucius Institutes (Aberdeen, Edinburgh, Glasgow, Heriot Watt, Strathclyde).
  - Business Partners of SCEN, especially Scotland based companies and organisations which are working with China based equivalent organisations.
  - Consulate of the People's Republic of China.
  - Educational and Cultural organisations in Scotland which have links with China.

Event/ Conference/ Meeting organisation and co-ordination

- Sourcing and booking venues for face-to-face events.
- Setting up online meetings and events through appropriate platforms (currently typically Zoom).
- Arranging catering for events and relevant meetings.
- Distributing event information and advising on travel/ accommodation arrangements.
- Setting up and managing event ticket booking arrangements (e.g. through Eventbrite).
- Confirming event participants (including groups from schools and stakeholders).
- Administration for the event: programmes, delegate lists, name badges etc.

Finance

- Liaise as appropriate with the SCEN Treasurer.
- Collate and pass on invoices to the Chair for approval and processing.
- Support the maintenance of expenditure records.
- Support the Treasurer in providing financial data as required to OSCR.
- Supporting SCEN's work in identifying new funding sources.

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