



**RURAL
HOUSING
SCOTLAND**

FREELANCE OPPORTUNITY: COMMUNICATIONS SUPPORT

We're looking for someone to help us with the behind-the-scenes work for the Rural Housing Summit. The Summit will run from 21st-27th February, in place of our annual conference. (www.ruralhousingsummit.org)

The Summit will deliver a programme of webinars, panel discussions, workshops and Q&A sessions, plus a range of online content to be published across the week. In order to prepare for and deliver the summit we are looking for someone to help us with:

- writing content for websites and bulk emails;
- editing content to create downloadable materials in a defined format (using Word or similar);
- creating / managing events on Eventbrite and Calendly;
- background assistance on Zoom webinars;
- programming social media;
- writing press releases;
- creating simple graphics using Canva;
- managing attendee lists and mailing lists (online and in Excel);
- creating emails via Mailchimp;
- processing and uploading video from recorded sessions.

Whilst the ideal candidate would have direct experience of as many of the areas listed as possible, we would welcome applications from those with proven content writing / editing experiences, good organisational skills and a high degree of technical literacy. Ideally you should also have recent personal experience of living and working in rural Scotland.

Time commitment

We are looking for 71 hours of your time between 11th January 2021 and 12th March 2021 working:

- an average of 7 hours a week (worked flexibly Mon-Thurs mornings) for all weeks except the Summit week;
- 3 hours a day for 5 days during the Summit week (w/c Mon 22nd February) to support the live conference programme.

Working arrangement

The successful candidate will be engaged on a freelance basis and be responsible for all costs relating to this work including, but not necessarily limited to, payment of taxes and NI, equipment costs, licences and insurance. It will be the contractor's responsibility to ensure that they are working in a safe, legal and non-discriminatory manner, and that they are covered by all relevant insurances including professional indemnity insurance.

Payment

Payment will be made on submission of invoice, with a maximum of one invoice per month. All invoices must be submitted by 31st March 2021.

Apply for this role

Anyone interested in this role should submit the following to kirsten@ruralhousingscotland.org no later than 11pm on Sunday 13th December 2020:

- a CV clearly outlining your relevant experience (max 2 pages);
- a covering letter indicating why you are interested in this role (max 1 page);
- confirmation of availability and hourly rate.

Selection will be based on experience, evidence of an understanding of the project, and cost. We intend to select a freelancer to undertake this work no later than Monday 21st December 2020.