

JOB DESCRIPTION & APPLICATION PACK



Post	Reporting To
Communications & Content Co-ordinator	Communications Manager
Office Base	Glasgow
Closing Date for all Applications	14 February 2020, 12pm
Interviews	27 February 2020, Glasgow



28 January 2020

Dear Applicant

APPLICATION FOR EMPLOYMENT – Communications & Content Co-ordinator

Thank you for your interest in applying for one of our newly created posts working within our growing team. These posts support a number of changes MG ALBA is making to take advantage of the opportunities arising with the fast pace of change in the media sector. They will require individuals who are fully committed to collaborative, digital-first work practices and who are committed to continued professional development routes.

We have pleasure in enclosing this application pack for this vacancy.

To apply, please submit a covering letter and your CV detailing your skills, knowledge and capabilities, paying particular attention to the Job Description & Person Specification requirements. We welcome hearing about your competency and experiences from both employed and voluntary roles. If you would like an informal discussion on any of these roles, please contact Claire Macleod, HR Adviser on hr@mgalba.com and we will arrange for a call at a mutually convenient time.

You should submit your application by 12pm on Friday 14 February 2020 to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

Interviews will be held in Glasgow on 27 February 2020.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic television channel **BBC ALBA** in partnership with the BBC. We are also responsible for [FilmG](#), in collaboration with Cànan Graphics Studio, and we deliver [LearnGaelic](#) in partnership with the BBC, Bòrd na Gàidhlig, Sabhal Mòr Ostaig and Bòrd na Ceiltis (Alba).

Our [Operational Plan for 2019/20](#) contains important information about our aims and objectives for this year.

Where We Are

We are based in Stornoway, with a presence in Glasgow.

Our Staff & Board

We employ 38 [staff](#) and have a [Board](#) of 11 members.



Working Environment

We work with an honest, open, interactive and collaborative approach. Everyone in our team is treated as an equal whose opinion counts. We all share as much information as possible so that all colleagues know how we are performing, how we all contribute to that and how we can be even better at what we do.



We are proud to have achieved external accreditation from *Broadcast Best Places to Work in TV* for five consecutive years (2016-2020), the Silver Award by *Investors in People* and the Gold Award for *Investors in Young People*. We are committed to ensuring the best health and wellbeing for our people and work with the *Healthy Working Lives Awards* to achieve this.

Corporate Social Responsibilities

As an organisation, we are fully committed to our Corporate Social Responsibilities in a variety of ways including through our Environmental Policy, our Recruitment Policy and in-kind contributions to the community and charitable organisations. We regularly provide free of charge expertise and equipment to local fundraising events, charity balls, quiz evenings, awards ceremonies, and also assist with the production of charity promotional videos, coverage of charity sporting events, cultural and educational workshops and film/Mod events.

OUR NEW POSTS

Background

Gaelic media, like all other media, is undergoing significant change. This is both challenging and energising.

These newly created posts are about strengthening our core team, learning from our experienced managers and senior managers and planning for succession for the organisation over the longer term.

People

Our ideal applicants will possess these core qualities:

- Willingness to be part of a busy, dynamic and growing team
- Excellent interpersonal and communication skills
- A keen interest in a career in the media sector
- Be a strong team player
- Willingness to commit to learning on the job, supported by professional development and external qualifications



You should have a strong awareness and understanding of excellent workplace culture and etiquette, self-awareness and colleague relations, being able to build workplace / team relationships effectively.

The Role

Based in Glasgow, the Communications & Content Co-ordinator will support the Communications Manager in delivering MG ALBA and BBC ALBA communications, events and promotions. They will also assist the Director of Multiplatform Content and Director of Strategy & External Affairs in administrative duties and will coordinate the office management from day-to-day.

Candidates should have good organisational skills and be able to work effectively as part of a team. A positive attitude with a focus on people skills is also important as the job holder will frequently engage with MG ALBA stakeholders and partners

APPLICATION INFORMATION

Key Dates

Applications Open	28 January 2020
Closing Date	14 February 2020, 12pm
Interviews	27 February 2020 (Glasgow)

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

Line Manager and Management Colleagues, supported by the HR Adviser.

Interview Expenses

MG ALBA will reimburse reasonable travel and accommodation expenses incurred by applicants who require to travel to attend interview. All expense claims must be supported by receipt, and travel by air should be approved prior to booking by contacting hr@mgalba.com

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).

MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade B
Salary	£20,562 per annum
Annual Leave	25 days + 12 days public holiday
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices and offer a childcare voucher scheme

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12 month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives. Professional qualifications are encouraged.

Gaelic

Gaelic is the working language of MG ALBA. This post requires a strong level of proficiency in the language. Support will be given to all candidates who wish to further develop their engagement with Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.

JOB DESCRIPTION

Job Title	Communications & Content Co-ordinator	Grade	B	Weekly Hours	37
Objective	To assist in the effective co-ordination of the communications and content teams at MG ALBA				
Accountable to	Communications Manager				
Responsible for	<ol style="list-style-type: none"> 1. Co-ordinating MG ALBA and BBC ALBA events, campaigns, projects and strategies for communication and content-related purposes 2. Administrative support for the Director of Multiplatform Content 3. Administrative support for the Director of Strategy & External Affairs 4. Day-to-day administrative duties for the communications and content teams 				
Working relationships	<p>The post holder will support the work of the Communications Manager, Director of Multiplatform Content and Director of Strategy and External Affairs</p> <p>They will have indirect relationships with the Chief Executive and the content team (Sgioba Phrògraman)</p> <p>The post holder must have excellent working relationships with MG ALBA stakeholders and external event and campaign partners as well as with the wider BBC ALBA stakeholder group, especially the production sector</p>				
Key result areas	<p>The postholder will be responsible for implementing aspects of the MG ALBA Communications Strategy to raise the profile of the organisation and our projects, outcomes and ambitions through events, promotional materials and stakeholder engagement</p> <p>The post holder will provide administrative support to the Director of Multiplatform Content and the Director of Strategy & External Affairs</p> <p>The postholder will also work closely with the Content team to assist with administrative duties as and when required</p>				
Key tasks	<ul style="list-style-type: none"> • Working with the Communications Manager to implement the MG ALBA Communications Strategy • Administrative support for the Director of Multiplatform Content and Director of Strategy & External Affairs • Coordinate BBC ALBA content promotional activities, working under the Communications Manager and liaising with the BBC ALBA Head of Service, Director of Multiplatform Content, Content team (Sgioba Phrògraman) and external agencies and partners • Co-ordinate and ensure delivery of Gaelic media promotional materials primarily for BBC ALBA, FilmG and LearnGaelic • Assist the Communications Manager with projects, including the FilmG awards ceremony • Assist the Communications Manager with stakeholder engagement with schools, students and visitors to MG ALBA • Co-ordinate administrative duties for the Content Team (Sgioba Phrògraman) as and when required • Undertake office administration for the Glasgow team 				
Time horizon	Permanent				

PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> Relevant qualifications and / or experience in media, communications or administration / co-ordination roles 	<ul style="list-style-type: none"> Professional marketing or business administration qualification
Knowledge	<ul style="list-style-type: none"> Excellent IT skills and competency in the use of full suite of MS Office applications, in particular Word and Excel 	<ul style="list-style-type: none"> Proven knowledge and experience of working in Marketing and PR/events management Experience with Content Management Systems Working knowledge of analytics tools/platforms
Skills	<ul style="list-style-type: none"> Strong team player, able to work consultatively and across teams Availability to work flexibly and travel regularly to events Able to manage own time and exercise good judgement in prioritising according to urgency Excellent organisational and planning skills High level of commitment to personal and professional development Methodical approach to work and strong attention to detail Excellent interpersonal and communication skills (verbal and written) Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners Ability to use initiative and work unsupervised Ability to problem solve as required and anticipate issues in advance 	<ul style="list-style-type: none"> Experience in cross team working and collaborative projects Ability to create engaging visual content Interest in or knowledge of the broadcast and digital sectors
Language Requirement	<ul style="list-style-type: none"> Fluent Gaelic speaker 	
Behavioural	<ul style="list-style-type: none"> Positive 'Can do' attitude Focus on people skills and teamwork Integrity Reliability Interpersonal & relational skills 	