# SLIC.jpg

# Scottish Library and Information Council

# Content and Communications Officer (Temporary)

£23,735 per annum (Pro Rata). Fixed Term 6 months to cover Maternity Leave

## Overview

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information services.

SLIC offers leadership focus and support to the Scottish library and information sector, coordinating and promoting national service developments to benefit Scotland's people and enrich our cultural, educational and economic landscape.

## Purpose of the job

To create and develop website and social media content and ensure that digital content reflects the wide ranging work which SLIC undertakes.

## Job scope and context

The Scottish Library and Information Council carries out work on behalf of its members who include all local authority, higher education, further education organisations, NHS Trust library services, as well as other specialist library and information organisations. The Content and Communications Officer will develop and create content for SLIC digital platforms and have working knowledge of Umbraco. This role will liaise with team members over content, identify gaps and develop an area within the digital offer for the SLIC membership to share content.

## Key tasks and responsibilities

Specific duties will include:

* Source, write and edit content for display on [www.scottishlibraries.org](http://www.scottishlibraries.org) according to the style guide and in collaboration with SLIC staff and partner organisations.
* Develop content strategies and update schedules in order to ensure the effective ongoing management of website content.
* Undertake regular audits and reviews to ensure that website content is up-to-date and meets user needs.
* Ensure effective SEO (Search Engine Optimisation) and compliance with accessibility standards.
* Manage SLIC social media presence in line with its policies and guidelines.
* And other appropriate duties as required.

## Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

### Skills

* Degree in a relevant subject area such as communications, digital marketing, journalism or information management.
* Excellent writing and editing skills.
* Excellent communication skills and experience of working with different stakeholders.
* Excellent organisational and administrative skills.
* Excellent IT and information skills and competencies, including experience of Content Management Systems, Knowledge of HTML, experience of using Wordpress etc
* A commitment to quality.
* Energy and enthusiasm.
* Excellent time management and ability to work under pressure.
* Strong interpersonal skills and experience of working in a small team.
* Ability to work on your own initiative.

### Knowledge and Experience

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| Educated to degree level | Essential |
| Excellent writing and editing skills | Essential |
| A wide knowledge of current issues and developments in the library and information sectors in Scotland. | Desirable |
| Ability to communicate effectively  | Essential |
| Experience of using Umbraco | Essential |
| Ability to work effectively under pressure. | Essential |
| Ability to work as part of a team and under own initiative | Essential |
| Experience of delivering a quality product | Essential |

This post is Fixed Term for 6 Months to cover Maternity Leave.