

Director of Scottish Fabians

Salary	£48,410 - £51,315 pro rata plus annual bonus
Pension	Up to 7% employer pension contribution
Holiday	30 days per year plus bank holidays pro rata
Duration	1-year fixed term contract, with potential to extend
Hours	7 hours per week to be worked Monday- Friday as required
Location	Home based with occasional travel to London/Edinburgh

About the post

This is an exciting and varied role, leading the work of Scottish Fabians at an important time for Scottish politics.

Working closely with the Co-Chairs of the Scottish Fabians and the Executive Committee, you will plan and deliver an impactful work programme. This will include commissioning and producing reports, pamphlets and edited collections, and organising high-impact events and conferences.

You will represent Scottish Fabians externally, building strong relationships with Scottish Labour, trade unions, policy experts, journalists and funders. And you will lead engagement with members internally, ensuring regular and engaging communications, and helping us grow our membership.

You will work closely with the Fabian Society team to ensure Scottish content is reflected throughout our output. And you will work with us to support fundraising for our work.

We're looking for someone with exceptional organisational skills, who can manage a diverse workload. We're looking for a strong communicator, with good digital communication and social media skills. The role requires excellent interpersonal skills, with the ability to work effectively with colleagues, partners and members. The ideal candidate will also have a passion for politics, a thorough understanding of the Scottish Labour Party, and a commitment to the Fabian Society's objectives and values.

We are seeking a self-starter, who can develop their own work programme, and work independently. But you will be supported by the excellent Co Chairs of Scottish Fabians, the Executive Committee, and the General Secretary. The role will initially be a one year contract with the view to making the role permanent.

The organisation

The Fabian Society is an independent left-wing think tank and democratic membership society with over 6,000 members across the UK. We are committed to building a more equal economy and society. We publish articles and reports, conduct research and major inquiries, convene conferences and events and facilitate our members' political debate and activism across the UK.

The society is affiliated to the Labour party though we are editorially and organisationally independent. Our team work closely with senior Labour figures especially as part of our thriving events programme. With Labour in government in the UK, and with Scottish Labour rebuilding after some challenging election results, it could not be a more exciting time to take on this role and have a real impact on Scottish politics.

Inclusion and flexibility

The Fabian Society is strongly committed to equality, diversity and inclusion. We value the varying perspectives that people with different identities and backgrounds can contribute. We particularly encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in think tanks and politics, including women, disabled people, and people from minority ethnic or working-class backgrounds.

Flexible working

We are very open to flexible working, and we welcome applications to work flexibly from the outset.

The role is offered part time, based on seven hours a week. Hours can be worked flexibly across the week, fitting around other jobs or commitments.

The workload is likely to vary across the year, with more work during peak periods, such as Labour Party Conference, Scottish Labour Conference, and Fabian New Year Conference, and fewer hours required at other times.

Location

The role is home-based with occasional travel to London and Edinburgh.

Person Specification

Below we set out the experience, skills and knowledge required for this role. Please demonstrate in your personal statement how you meet these criteria, giving examples wherever possible. Criteria are marked as either 'essential', or 'preferable'. Please only apply if you meet all the 'essential' criteria.

EXPERIENCE	
Experience in organising or supporting high-quality conferences or events	Essential
Experience of producing high-quality written content for a variety of outputs and audiences, adapting style accordingly	Essential
<i>Experience of producing high-quality social media content</i>	<i>Preferable</i>
<i>Experience of working at a think tank, political organisation, membership organisation or campaigning organisation</i>	<i>Preferable</i>
<i>Experience of engaging with press and media to secure positive coverage</i>	<i>Preferable</i>
SKILLS	
Exceptional stakeholder management skills	Essential
Excellent communication skills, in writing and in person	Essential
Excellent organisational skills, with the ability to manage a diverse workload	Essential
Excellent digital skills, with experience of using the Microsoft Office suite	Essential
KNOWLEDGE	
Excellent knowledge of Scottish politics and the Scottish Labour Party	Essential
ATTRIBUTES	
Commitment to the aims and values of the Scottish Fabian Society	Essential
Able to work flexibly, with the ability to work occasional weekends and evenings, and to travel to events across Scotland and the UK	Essential
A self-starter, who is able to develop and deliver an effective work programme with limited supervision	Essential
<i>Strong existing connections with key figures in Scottish politics and the Scottish Labour Party</i>	<i>Preferable</i>

Conditions and benefits

Salary	£48,410 - £51,315 pro rata plus annual bonus
Pension	Employer pension contribution: <ul style="list-style-type: none">• 7% when employee contribution is 7% or more• 6% when employee contribution is 5% or more• 5% when employee contribution is 3% or more
Holidays	30 days pro rata, plus public holidays
Normal hours	7.5 hour week, to be worked flexibly from Monday to Friday, with occasional evening and weekend work. Workload will vary across the year, with some busier periods, and some quieter periods
Location	Working from home, with occasional travel to Edinburgh, around Scotland, and London.
Flexible working	We are happy to consider proposals for flexible working during recruitment.
Other benefits	Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn; additional leave purchase; sickness, maternity, paternity, and adoption pay above statutory minimum
Training	Right to request financial support and/or paid time off for study towards relevant professional qualifications
Trade union	Recognised trade union