

Academically Advanced Socially Progressive

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Communications and Engagement Assistant

Department	Centre for Excellence for Children's Care and Protection (CELCIS) (www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	724132
Reports To	Head of Department/Institute	Grade	5
Salary Range	£27644- £29959	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	21/07/2025
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Glasgow		



Job Advert

This is an exciting opportunity for someone seeking to develop their current skills in communications and engagement to join the multidisciplinary Communications and Engagement team working at the heart of CELCIS, the Centre for Excellence for Children's Care and Protection.

Our team works together to use communication and engagement techniques to tell the story of what support, services, work, and investment is needed for children and young people in need of care and protection, their families, carers, and for the workforces who support them, and what it takes to change practice.

Supporting the team, you'll work across our channels and outputs and maintain processes to help us share information, learning and knowledge that are all contributing to what we understand can improve the lives of children and young people.

As the first point of contact for our communications enquiries from colleagues and external stakeholders, you'll require enthusiasm, energy, and an ability to grow and maintain positive working relationships within and out with CELCIS.

This role would suit someone with an interest and experience in understanding the policy landscape in Scotland, and developments concerning the needs and rights of children, and the role provides the opportunity to further build this knowledge.

You'll be enthusiastic, creative, and a highly organised and motivated member of our team with the ability to work across a number of tasks and projects at any one time. Attention to detail is essential in this role and the postholder will need to have the ability to understand and use design packages, and technological platforms and tools such as website Content Management Systems (CMS) systems to collate, analyse and present information and to create some content.

As with all posts in the team, the continuation of the post is linked to continued Grant Funding, which is initially funded to March 2026, with indicative funding for a further two years.

About CELCIS

As a leading improvement and innovation centre in Scotland, at CELCIS we work to improve the lives of children and young people in need of care and protection, and their families and carers. We do this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs and experiences of children and young people.

<https://www.celcis.org>

Change is happening. Be part of it. Together we can make things better for children, young people and their families.

Job Description

Brief Outline of Job:

To provide support to the Communication and Engagement team to deliver high-quality information and communications outputs to support CELCIS's wide-ranging programmes of work, and share knowledge and insight to inform policy, practice and services to respond to the needs of children, young people, their families and carers. Maintaining systems critical to the smooth operation of the team and supporting the delivery of storytelling and opportunities to inform, learn and share through our engagement work.

Main Activities/Responsibilities:

1. Support the Communications and Engagement team to deliver services that meet CELCIS's objectives.
2. Draft and publish, daily and weekly internal information notes and a monthly external-facing newsletters.
3. Deposit CELCIS's published resources with the National Library of Scotland in line with the process established to do and ensure the procedures are followed.

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4. Provide a first line point of contact within the organisation, and co-ordinate requests for support from the Communications and Engagement functions in a timely manner.

 5. Horizon scan for relevant news, announcements, campaigns, trends, across multiple information and news sources to assist with the team's intelligence gathering.

 6. Support the maintenance of the CELCIS website, including uploading, editing, and publishing documents and other web content.

 7. Provide audio, video and image gathering and editing to support CELCIS digital channels.

 8. Support the activity of CELCIS's social media channels, including by sourcing, drafting, uploading, and scheduling content in liaison with Communications Managers and the Digital Communications Co-ordinator.

 9. Develop and maintain the Communications and Engagement team's resources and assets by keeping accurate records and libraries, labelling, and storing assets including databases, images, presentations audio and video.

 10. Assist with the design, production and delivery of internal and external communication materials including publications, newsletters, marketing materials, resources, and social media graphics.

 11. Work with CELCIS's Communications Managers and the Communications and Engagement Lead to identify and draft news items for the CELCIS website.

 12. Champion the CELCIS brand and format and check internal- and external- facing documents and presentations.

 13. Attend learning and engagement events, both in person and online, if required, offering administrative and operational assistance to CELCIS colleagues and external partners.

 14. Maintain financial records for projects and events including the production of timesheets, invoices, budgets where required.

 15. Produce accurate and reliable management information regarding the planning and delivery of CELCIS programmes, projects, and communication work.

 16. Promote and support the CELCIS mission, vision, values, and principles of governance and, by personal example and the quality of contribution, and promote a culture of continuous improvement.
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Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC/HND and/or relevant work experience

Experience

E2 Ability to input, analyse and assess data and information

E3 Demonstrable knowledge of parliamentary processes and devolved government and policy making.

D1 Experience using social media in a work context

D2 Experience using Content Management Systems

D3 Experience in producing/editing digital content: audio, video and images

D4 Creative, with desktop publishing (DTP) skills

D5 Proven proof-reading skills

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D6 Experience of assisting the planning and running of online and in person learning and engagement sessions

Job Related Skills and Achievements

E4 Proven IT skills and excellent working knowledge of Microsoft Office packages, including Outlook, Word, PowerPoint and Excel and databases for data input and analysis

E5 Good communication skills – writing, listening, and speaking

E6 The ability to turn information into clear, concise written material

E7 Proven ability to build effective relationships internally and externally

E8 Strong organisational, planning and time-management skills

D7 Knowledge of the media landscape in Scotland

Personal Attributes

E9 Approachable, professional, and personable

E10 Ability to use own initiative and work pro-actively

E11 Curious learner, open to the new

E12 Thorough, with keen attention to detail

E13 Ability to give and receive feedback

Other Relevant Factors

D8 Understanding of the children services' sector, health, or social care sector

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Interviews

Formal interviews for this post will be held on Tuesday, 5th August 2025

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

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Informal enquiries about the post can be directed to Lesley Sneddon, Communications Manager (lesley.sneddon@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 6.5% for LGPS.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme Further information regarding this scheme is available from [Payroll and Pensions](#).

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Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

