



SURF Vacancy: Part-Time Research & Administrative Assistant

SURF is looking for an efficient and well-organised individual with an active interest in regeneration to help support its project delivery, research and communications functions. This paper sets out a description of the main duties, the qualities and skills required, the main terms and conditions, and some additional information relating to this SURF team position.

1 Context of this position

About SURF

SURF is Scotland's regeneration forum. It aims to improve policy and practice in efforts to successfully regenerate disadvantaged communities across Scotland. It does so: by organising seminars, study visits and conferences; by sharing information through reports, briefing notes, policy manifestos and an online magazine; through undertaking research and organising an annual awards scheme; and by working closely with key policy-makers in national government.

SURF's membership, of over 250 organisations across Scotland, includes representatives of all the major players in regeneration including national bodies, local authorities, voluntary and community groups, and private companies. The operation of SURF, as an independent social enterprise, is financed from membership and sponsorship fees, events income, and service delivery contracts.

The SURF staff team currently comprises six members:

- Chief Executive (full time)
- Policy and Participation Manager (full time)
- Information, Communications and Events Officer (full time)
- Development and Learning Coordinator (part time)
- Research and Administrative Assistant (part time)
- Financial Administrator (part time)

About this vacancy

SURF's current Research and Administrative Assistant is leaving the organisation in July, and the purpose of this recruitment process is to find a suitable replacement. The role was first introduced in 2015 to enhance the capacity of the existing staff team, specifically by supporting the workload of the Policy & Participation Manager and the Information, Communications and Events Officer.

2 Main activities for this post

The successful candidate will take on responsibility for the following four main areas of activity:

- **SURF Awards Assistance** – Among other aspects, this involves providing marketing, administrative and evaluation support for the annual SURF Awards for Best Practice in Community Regeneration. For more information on the SURF Awards, visit: www.surf.scot/surf-awards/
- **Research and Information** – Researching, compiling information, and producing briefing papers on projects, policies and trends in community regeneration for both internal and external audiences. The post-holder will also be asked to undertake short-term research tasks and to provide research materials for SURF's 'Alliance for Action' programme. For more information on this programme, please visit: www.surf.scot/alliance-for-action/
- **Membership and Database Maintenance** – Supporting SURF's membership renewal process and database maintenance systems. This involves calling and emailing SURF contacts to ensure that the information held on SURF's main membership database, website and email management systems are accurate and up-to-date.
- **General Research and Administrative Support** – The post-holder will be given responsibility for a range of additional tasks, including: preparing materials for, and providing events assistance at, SURF seminars and conferences; proof-reading draft SURF reports; helping to source, review and publish articles for SURF's online magazine; assisting with website and social media channel updates; attending one team meeting per quarter; and occasionally representing the organisation at meetings and events.

The successful applicant will be supported by the SURF staff team in delivering these tasks via an induction process and ongoing support.

3 Qualities and skills

SURF is seeking the following qualities and skills:

- An active interest in community regeneration policy and practice.
- Reliable, well organised and efficient.
- An ability to communicate in an accurate, friendly, confident and effective manner, both verbally and in writing.
- An ability to undertake research and present outputs in a clear and concise format.
- Good teamwork skills, responding efficiently to direction and working as required on own initiative and judgement.
- Strong IT skills, particularly in the Microsoft Office applications Word, Excel, Access and Outlook.

4 Terms and conditions

Purpose of this post: To support the timely and successful delivery of SURF's work programme and to assist with the maintenance and development of SURF's member communication systems.

Responsible to: The SURF Policy & Participation Manager will be the day-to-day supervisor. The post-holder will also work closely with the Information, Communications and Events Officer.

Location: SURF's office in Orkney Street Enterprise Centre, 18-20 Orkney Street, Govan, Glasgow (G51 2BX).

Salary: £17,675 (pro rata).

Hours of work: 14 hours per week, i.e. two 7 hour days per week (9:00am to 5:00pm with 1 hour for lunch). Ideally the working days would be Thursday and Friday, but this may be negotiated by mutual agreement.

Length of contract: The post is initially funded until 31 March 2018. Continuation thereafter is subject to a strategic review of SURF's resources in early 2018, as is the case with all SURF staff positions.

Entitlements: The holiday entitlement is 25 days annual leave and 15 public holidays per annum (pro rata). Sick leave and other entitlements will also be on a pro rata basis, as laid out in the standard SURF employees' contract of employment.

5 How to apply

To apply for this position, please submit a C.V. of no more than two pages, plus a covering letter providing evidence of meeting the required skills and qualities specified in section three (also of no more than two pages) to Derek Rankine, Policy and Participation Manager, by email or post:

- Email: derek@surf.scot
- Post: Orkney Street Enterprise Centre, 18-20 Orkney Street, Glasgow G51 2BX

The **closing date** for applications is 12pm on **Monday 31 July 2017**.

Interviews will be scheduled to take place on Tuesday 8 August 2017.

For any queries about this vacancy, please contact Derek Rankine on 0141 440 6393.

SURF Scotland's Regeneration Forum. Orkney Street Enterprise Centre, 18-20 Orkney Street, Glasgow G51 2BX
Tel: 0141 440 0122 / Email: info@surf.scot / Website: www.surf.scot

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