

ROLE DESCRIPTION

Communications Officer – Internal

Purpose of the role

Assist in building The Scout Association of Malta's strategies and tactics to promote and deliver Scouting information and stories to the Adults and Youth within the Association.

Responsible to

- Communications Team Leader

Responsible for

- None

Appointment requirements

- Understand and accept The Scout Association of Malta's policies

Core Tasks

- Maintain the Scout Association of Malta's internal communication platforms
- Work with Groups to support them on communications within the Association
- During critical incidents offer management support to local volunteers
- Liaise with the internal range of HQ staff teams to produce relevant articles for the internal communication platforms
- Assist in the training and development of mixed teams of volunteers skilled in media work to promote relevant good Scouting news stories.
- Seek out inspiring stories about Scouting. Research, develop and share these stories with our members
- Monitor media management tools and systems. Use these tools and systems to provide analysis in order to measure the success of our media work
- Assist with on-going media campaigns
- Disseminate good media practice to volunteer teams across the Association and bring good practice to the organisation
- Provide professional advice, support and training for adult volunteers
- Assist in managing reactive events and deal with internal enquiries following serious incidents
- Provide a regular and reliable "out of hours" first point of contact for Members and the wider Maltese population and provide support service for emergencies, critical incidents and all out-of-hours media enquiries

Person Specification

Essential

- Ability to Monitor and report on project/initiative Budgets.
- Work to deadlines and pay attention to detail.
- Prioritise work load in a busy environment.
- Build and maintain relationships with people at all levels and of all ages.
- Demonstrate an excellent telephone manner.
- Demonstrate an ability to help others learn.
- Absorb information quickly.
- Be proficient in use of Word, Excel, Access and Outlook.
- Understand and apply internet new media technology.
- Produce own correspondence and have accurate keyboard skills.
- Use the internet to carry out research.
- Work on their own initiative and as part of a team.

Desirable

- Authoritative knowledge of Scout Movement and culture.
- Demonstrate a clear writing style (e.g. reports, briefing papers, letters).