



Highland Good Food Partnership is recruiting!

Job title: Project Support Officer

About Highland Good Food Partnership:

The Highland Good Food Partnership is a charity, focusing on work at the meeting point of food and food production, health and well-being, sustainability and community. We are a small organisation with 2-3 members of staff and a supportive board of trustees. We work closely with a number of Highland-based and Scotland-wide partners and are funded by Scotland Food and Drink and the Pebble Trust. You can read more about our projects on [our website](#).

Highland Good Food Partnership is a Scottish Charitable Incorporated Organisation, number SC051354.

The role:

Highland Good Food Partnership wishes to recruit a part-time (1 day/ week) Project Support Officer to:

- Maintain our social media presence and produce a monthly newsletter to keep people up to date with events, relevant news and sharing partner's work.
- Maintain the Highland Good Food Partnership's website and keep our Highland Food Activity map up to date.
- Respond to email enquiries.

The project officer will also liaise with board members and may be required to attend board meetings.

The successful applicant will be a self-starter, passionate about the food system and sustainability in the Highlands and crucially, be able to or willing to learn how to use our online communication platforms. More info on these below.

Other information:

The project officer will work from home, and will be expected to use his/ her own computer, phone and office equipment. It would be beneficial that the project officer is based in the Highlands so that they can attend in person meetings and events.

Remuneration will be based on a full-time equivalent salary of £30,000 per annum.

Job Description:

Key activities, essential and desirable skills are highlighted below. It is essential that you are able to use the websites and programmes highlighted in bold below, or confident you would be able to learn.

<p>Key Activities Activities</p>	<ul style="list-style-type: none"> ● Sending monthly newsletters (Mailerlite) and gathering material from project partners. ● Keeping social media (Facebook/ Instagram/ Twitter/ Linktree) presence up to date. We use Canva to create engaging content and graphics. ● Responding to email (we use Stackmail, though can be integrated into Gmail) enquires. ● Maintaining and installing updates on the Highland Good Food Partnership website (WordPress). ● Working with Highland Third Sector Interface to update the Highland Food Activity Map (this involves using Google Maps and requires a working knowledge of Excel) ● Publishing podcast episodes via Podbean ● Using Hubspot to access and maintain contacts details for membership records, mailing list and other purposes
<p>Essential skills</p>	<ul style="list-style-type: none"> ● Excellent communication and interpersonal skills ● Good working knowledge of IT systems highlighted above and creating online/social media content. We also use Google Drive for day to day work. ● Ability to create visually engaging promotional material. ● Ability to work cooperatively with other members of the team ● Ability to network with and knowledge of relevant stakeholders and community groups ● Good time management skills
<p>Desirable skills</p>	<ul style="list-style-type: none"> ● Knowledge of food system issues ● Experience of working on community projects

To apply please send us your CV to hello@highlandgoodfood.scot and a cover letter (maximum one page), detailing some of your experience. Applications **open until 24th April 2024**. We will be interviewing between the 2nd - 3rd May. Please bear this in mind while applying. If you have any questions, please get in touch with the email as above.