

Job Title	Highland Regional Support Officer
Location/Based	Home based in Highland Region – covering Highlands and Islands
Reports To	Regional Chair and Chief Executive
Staff Responsibility	None
General Overview of the position:	<p>The Regional Support Officer will work with the local Chair, Highland Committee, Local Member Hubs and SLE Policy, Communications and Business teams to deliver an agreed regional workplan. Key areas of regional activity to deliver this are:</p> <ul style="list-style-type: none"> • Building the profile of membership and the organisation, including recruitment of new members • Promoting the positive contribution of our members • Representation of members’ interests • Political engagement • Support to members’ businesses • Promotion of best practice
Main duties and responsibilities:	<ul style="list-style-type: none"> • To build and strengthen effective relationships with the membership in the region, and develop a detailed understanding & knowledge of their businesses and views • To raise awareness of the social, economic and environmental contribution of rural land managers. • To support the regional chair in mobilising the membership in the region • To assist with the recruitment and retention of membership • To support member hubs across the region – geographic and topic based • To work with members to produce content for various regional communications and marketing outputs • To communicate regularly to members in the region through a variety of channels, including social media • To support effective networking amongst the membership • To arrange members’ meetings, estate visits and regional events. • To act as a contact point between SLE and local representatives of Scottish Government departments, its agencies, local authorities and branches of relevant rural organisations within the Region • To assist in the delivery of regional political engagement
Other Duties	<ul style="list-style-type: none"> • To work with the regional chair to produce regular reports on region activity • To represent SLE at appropriate events in the region • To represent SLE on key regional stakeholder groups or provide support to members who represent the organisation on such groups • To provide administrative support to the Regional Chairman, Regional Committee and other Regional Groups. • To establish contact and build local relationships with local media.
Key Contacts	<p>Highland Chair & Committee Highland members Chief Executive Head of Business SLE Regional Staff Team SLE National Chair and Vice Chairs SLE Policy Team, Communications Team & Business Team</p>

	Essential	Desirable
Experience:	<p>Experience of working both in a team environment and on your own.</p> <p>Experience of using range of communications tools including social media</p> <p>Experience of working in rural sector</p> <p>Experience of organising meetings and events</p> <p>Experience of organising and prioritising a demanding and varied workload</p> <p>Experience of political engagement</p> <p>Experience of working with local authorities and other partners</p>	<p>Sales or recruitment</p> <p>Experience of working in a membership organisation</p>
Skills/Knowledge:	<p>Ability to build good relationships with a wide range of individuals and organisations</p> <p>Ability to manage own workload with steer/direction on priorities</p> <p>Ability to produce accurate work to tight deadlines</p> <p>Ability to produce accurate minutes</p> <p>Knowledge of rural issues</p> <p>Familiarity with key land management issues</p> <p>Knowledge of Scottish political scene and political processes</p>	
Aptitudes/Attribute	<p>Self motivated team player</p> <p>Good communicator</p> <p>Proactive approach and experience of delivering results</p>	
Other Job Requirements:	<p>Full driving licence and access to own car</p>	