

Job details	
Role Title: Network Development Officer (June-September internship)	Reports To: Head of Supporters Direct Scotland
Manager to: N/A	Salary Level: Voluntary (8 hours a week)
Location: SD Scotland Office, Carronshore, Stirlingshire	
PURPOSE OF THE POST	
<p>To provide communications, online technology and administrative support to enable Supporters Direct Scotland (SD Scotland) to ensure supporters are represented and have every opportunity to voice their opinion on a range of issues affecting Scottish football supporters. The role will be focused on developing, operating and maintaining the Scottish Supporters Network as a vehicle to capture and harness supporters' views and consensus. The position will involve:</p> <ul style="list-style-type: none"> - Encouraging individuals and supporter groups to join the Scottish Supporters Network (www.scottishsupporters.net) - Creating and developing multimedia content for the Scottish Supporters Website on a range of topics - Driving conversation and discussion around key issues for supporters with a view to best represent supporters within Scottish football 	
SD SCOTLAND OBJECTIVES	OUTCOMES
<p>The Network Development Officer will have the following 3 main objectives:</p> <ol style="list-style-type: none"> a) Develop, operate and maintain the Scottish Supporters Network as a credible vehicle for ensuring football supporters are provided with an opportunity to engage on issues of national importance throughout Scotland. b) Utilise scottishsupporters.net as an important two way means of communications between football supporters, who are a cross section of society, and national organisations on matters of national importance in Scotland relating to behaviour at football, health, education, physical activity and community issues. The Network ought to be as representative as possible. c) Diversify the organisation's income by developing potential for sponsorship opportunities. This will include working with Head of Scotland and developing commercial partnerships. In order to achieve this, SD Scotland and the Scottish Supporters Network will need to be an attractive and representative organisation proposition to potential sponsors based on the increasing number of supporters reached through the wider network. It will also involve aspects of Event Management. 	<p>Create weekly content for the platform, collate content from across the Network and create discussion through SSN tools.</p> <p>Increase membership to the SSN by 10%</p> <p>Grow the Supporters Direct Scotland sponsorship and opportunities for business</p>
POST RESPONSIBILITIES	
<p>The Network Support Manager will be accountable to the Head of SD Scotland for:</p> <ul style="list-style-type: none"> • development, operation and maintenance of all sections of scottishsupporters.net • management of all online platforms, websites, social media channels and related databases • analysis of surveys and presentation of results 	

- administration of SD Scotland and **scottishsupporters.net** membership databases and processes and member services
- production of communications content for distribution via newsletters, social media, press releases, articles and publications
- advising supporters' trusts and other supporters' groups on their communications platforms, strategies and content
- Any such other duties as may be required from time to time

ADDITIONAL INFORMATION

The intention is to develop an online presence, membership database and public profile that makes the organisation representative of supporters and can offer genuine value to Scottish football through engagement and feedback from the game's key stakeholders.

JOB REQUIREMENTS AND PERSON SPECIFICATION

Essential Criteria

Essential skills:

General Skills:

- Good people skills; able to work in a team; able to build external networks and relationships
- Excellent communications skills; can provide effective written and verbal communications in a range of situations; able to command a broad range of audiences

Sector Specific:

- Excellent knowledge and understanding of football issues in Scotland
- An understanding of the political and sporting frameworks in Scotland
- Knowledge of the supporters' trust movement, SD and related issues.
- Experience of community engagement and ownership models

Technical Skills:

- Proven online and mobile technology and social media skills and experience, including ability to identify and mitigate risks
- Experience of managing and delivering projects/programmes.

Personal Qualities:

- Genuine commitment to the organisation's mission and values and development of the SFSN as the voice of the Fans
- An ability to communicate with a wide range of stakeholders – within the organisation, across the network of supporters trusts, groups and individuals and with the media
- Enthusiastic with high energy and drive
- Charismatic, engaging and credible
- Able to win people over, build new and lasting relationships
- High levels of integrity, diplomacy and realism
- Commitment to personal and professional development

Desirable skills

May have experience/skills in the following:

- Marketing; aligning internal and external communications with the vision, mission and values of an organisation
- Media management; trained and accomplished to deliver media releases and to respond to media enquiries

QUALIFICATIONS

Educated to Degree level or equivalent business or commercial experience.
Additional Professional Qualifications may be an advantage.

