



Communications and Events Officer

Fixed Term, Freelance Role

Engaged by The Southern Uplands Partnership

Period of work: 30 June 2025 – 28 February 2026 (9 months)

Hours: 14 hours / 2 days per week, up to maximum of 34 days, worked flexibly

Primarily this will be within office hours, though there may be some weekend or evening work required. SUP operates flexible working hours, meaning that days and hours of work are flexible, provided that they meet the needs of the freelance post and the organisation.

Place of work:

Home / Office of Southern Uplands Partnership (Studio 1, Lindean Mill, Galashiels, TD1 3PE)

Pay rate: £175 per day

Overview of the role

The Communications and Events Officer will support The Southern Uplands Partnership's portfolio of projects – the role will provide communications and marketing support as well as event production support for our work in the Borders – specifically working with our Scottish Borders Climate Action Network (SBCAN) team. During the period of work there may be opportunities for additional hours linked to other SUP core/project teams' work in the Borders and Dumfries and Galloway.

Key Responsibilities

This role will involve:

- Developing and scheduling engaging content for social media channels (e.g. Facebook, Instagram) to grow audience engagement
- Copy writing, editing and updates for webpages
- Creating graphic and image assets
- Data analytics gathering from our social media channels and website to monitor site visits, reach and engagement
- Providing support for events; including supporting co-ordination, promotion, ticketing and on the day support as needed
- Administration related to event delivery including evaluation and monitoring support or seed funding allocations

Person Specification - Essential Skills

- Experience and enthusiasm in the use of social media, digital platforms and materials
- Excellent inter-personal and communication skills
- Experience in copy-writing for a range of audiences and platforms
- Excellent attention to detail, experience of copy editing and proof reading
- Ability to work well in a team, but also able to operate independently
- Motivated, pro-active, highly-organised, reliable and willing to work flexibly
- Ability to manage multiple tasks and deadlines
- Experience of event production and promotion



- Proven ability to create and deliver online content in collaboration with project teams or organisations
- An interest in and passion for the work of the Southern Uplands Partnership and our projects
- Excellent IT skills – including Microsoft Office packages
- Driving license and access to a car

Person Specification - Desirable Skills

- Experience of working within a third sector organisation
- Experience of using graphics software (Adobe In Design, Canva or similar) to create visually appealing content

About The Southern Uplands Partnership

The Southern Uplands Partnership (SUP) works across the south of Scotland. In 2025 we will celebrate our 25th anniversary year and an impressive track record of development and delivery of innovative projects, many of which are now successful independent charities / projects in their own right.

Our charitable objectives are:

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

To apply please provide:

- A current CV, and
- A covering letter, indicating your reasons for applying and outlining how your knowledge, skills and experience relate to the Person Specification.

Please submit by email to recruitment@sup.org.uk by 10 am on **Monday 19th May 2025**.

Interviews will be held on Monday 26th May 2025

We are able to accept applications in alternative formats. If you have any form of access needs, please not hesitate to contact us to discuss your requirements.

Please include 2 references for previous work delivered.