



Communications Officer (Content & Campaigns)

Recruitment Pack

Join our team!

acvo.org.uk/vacancies





Thank you for your interest in joining ACVO TSI, Aberdeen's third sector interface.

We are delighted to offer an opportunity to join our Communications Team as **Communications Officer (Content & Campaigns)**, helping tell the stories of Aberdeen's charities, community groups, social enterprises and volunteers. This is a creative, varied and rewarding role where you'll play a key part in showcasing the impact of the third sector while supporting ACVO's work to inform, connect and champion organisations across the city.

This pack contains everything you need to support your application, including:

- Background information about ACVO TSI
- An outline of the role and its main responsibilities
- A person specification detailing the skills, experience and qualities we are looking for
- Information on how to apply

If you're passionate about storytelling, digital communications and creating content that makes a real difference, we'd love to hear from you. This is an opportunity to use your creativity and communications skills to support Aberdeen's third sector and help celebrate the incredible work taking place across our communities every day.

Maggie Hepburn
Chief Executive, ACVO TSI



About ACVO TSI...

As the third sector interface (TSI) for Aberdeen City, we have over 20 years' experience working in Aberdeen as the central hub of knowledge relating to the local third sector which is made up of community groups, voluntary organisations, faith and equalities groups, charities, social enterprises, co-operatives, community interest companies, mutuals, housing associations and self-help groups.

Through our various strands of work we actively facilitate, support and promote volunteering; enable charitable organisations to develop and thrive through governance and funding support; represent the voice of Aberdeen's third sector at a local and national level; play a strategic role in third sector involvement with community planning, health and social care integration and in responding to local needs and outcomes; build capacity and provide platforms to celebrate and highlight achievements.

As well as working closely at a very local level with our partner organisations and the wider community, we also contribute to the national conversation as one of 32 TSIs which make up the TSI Scotland Network.

The work we do is reflected in our organisational values which are central to our decision-making processes and are incorporated into everything we do, namely:

- We put the Third Sector first
- We empower communities
- We act on lived experience
- We demand equality
- We stand up for those who need help most

Through our various strands of work, we actively support and promote the work of Aberdeen's Third Sector. Our Statement of Values runs through everything we do - [read it at bit.ly/ACVO-Values](https://bit.ly/ACVO-Values)

Communications Officer (Content & Campaigns)

Salary: £32,000 (0.8 FTE) | **Part-Time** | **Hours :** 28 hours (4 days) a week - open to flexible working requests | **Contract :** Permanent | **Location:** Aberdeen | **Reports to :** ACVO Chief Executive | **Applications close:** 18/08/2026

Job Purpose:

The Communications Officer (Content & Campaigns) will play a key role in creating engaging stories highlighting Aberdeen's third sector. Working closely as part of a two-person Communications Team, the postholder will lead the creation, production and delivery of content across web, social media, film, audio and digital platforms while implementing ACVO's Communications and Digital Media Strategy and Action Plan.

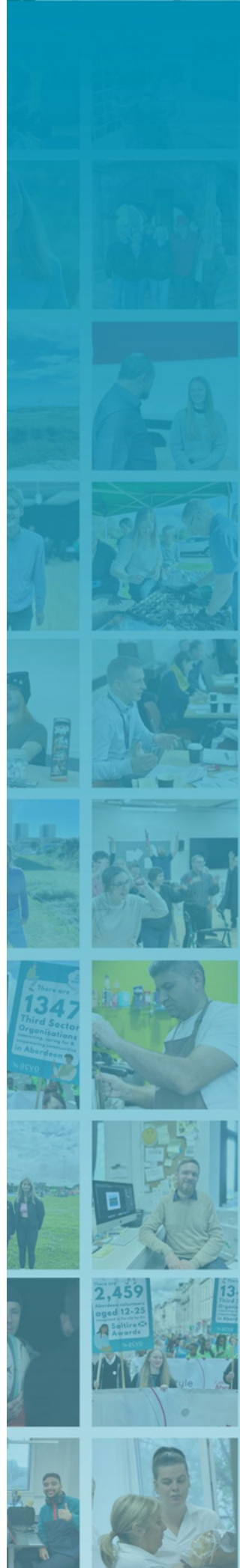
This is a varied, creative and hands-on role, offering the opportunity to work with a wide range of stakeholders to showcase the positive impact of Aberdeen's third sector. The successful candidate will be comfortable managing multiple projects, taking ownership of content creation and supporting a broad range of communications activity.

The Communications Team provides and maintains the framework for the delivery of all communications with stakeholders to facilitate the delivery of ACVO's core services:

- **Intelligence:** To be a central source of knowledge about the third sector locally and nationally
- **Voice:** Ensure that the third sector has a strong voice at a strategic level within local planning structures and nationally
- **Build Capacity:** Develop the capacity of charities, volunteering, community groups, voluntary organisations and social enterprises to achieve positive outcomes
- **Connect:** Provide leadership, vision and coordination to better respond to local priorities through partnership and collaboration.

Responsibilities:

- Develop and maintain ACVO's Communications and Digital Media Strategy
- Work with the Chief Executive and Communications Team to create content and core messaging in line with ACVO's vision, values and strategic objectives
- Lead the creation of original audio-visual content including film, social media and podcasts
- Lead the development and maintenance of ACVO's websites (e.g. acvo.org.uk, volunteeraberdeens.org.uk)
- Lead the coordination and delivery of communications campaigns across multiple channels
- Support the implementation of the Communications Action Plan
- Support the development and maintenance of ACVO's social media platforms (e.g. Facebook, LinkedIn, Instagram)
- Support the production of ACVO News, the organisation's monthly digital magazine



Communications Officer (Content & Campaigns)

- Support the delivery of ACVO's quarterly Aberdeen Third Sector Communications and Media Network
- Support the development and delivery of ACVO's programme of events, training sessions and in-person networking opportunities
- Contribute to a continuous process of stakeholder identification, analysis, engagement and assessment of engagement
- Monitor performance of communications and develop feedback mechanisms for re-planning and adjusting both the Communications and Digital Media Strategy and Action Plan
- Identify appropriate channels of communications for stakeholder engagement

Challenges & Demands of the Role:

- Managing multiple tasks and projects pertaining to ACVO's communications
- Meeting strict deadlines within a fast-paced environment
- Building and maintaining strong working relationships with a diverse range of individuals, organisations and partners
- Working evenings and weekends occasionally with advanced notice

Knowledge, Skills & Experience

Essential:

- Experience of producing engaging audio-visual and written content including films, social media, podcasts, newsletters, articles, press releases and presentation slides
- Experience of maintaining and updating websites using content management systems and the ability to use visual builders (e.g. Webflow, Framer, Squarespace, WordPress)
- Experience of working with a broad range of audio-visual equipment (e.g. DSLR camera, microphones, lighting, smartphones)
- Experience of using video editing software (e.g. Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve)
- Experience of using digital design tools (e.g. Canva, Adobe Creative Cloud)
- Experience of using email marketing platforms (e.g. Brevo, Mailchimp)
- Experience of using Google Analytics or similar web analytics software
- Experience of working closely to a communications strategy and plan, contributing to its successful delivery
- Ability to think strategically, identify opportunities and deliver communications activity that supports ACVO's objectives
- Ability to adhere to brand guidelines and maintain the voice of ACVO
- Ability to evaluate and adopt emerging digital communications technologies
- Excellent organisational skills with experience of managing multiple deadlines and competing priorities
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- Identify appropriate channels of communications for stakeholder engagement.
- Strong commitment to team working as well as the ability to work independently
- Ability to analyse information and produce reports that inform future planning and decision-making
- Ability to travel across Aberdeen with equipment and produce content on location
- Educated to degree level

Desirable:

- Familiarity with Apple Mac devices, macOS and the Microsoft 365 suite (e.g. Outlook, Teams, SharePoint)
- Experience in event management, planning and delivery
- Broad knowledge, understanding or involvement in the third sector
- Degree in communications, digital media, marketing, journalism, public relations or another relevant creative discipline

Personal Characteristics:

- A commitment to apply ACVO's values to all aspects of communications work
- An awareness of the work and value of the third sector
- Strong attention to detail with a commitment to high standards
- Creative and passionate about storytelling
- Excellent interpersonal skills with the ability to build and maintain working relationships

How to Apply:

Applications can be submitted online via acvo.org.uk/vacancies or you can contact ACVO for an application form by email to enquiries@acvo.org.uk or by telephone on 01224 686058.

Please note that CVs will not be accepted.

Informal enquiries can be made to Andrew Davidson, Communications Officer, by email to andrew.davidson@acvo.org.uk

The deadline for submitting applications is **Tuesday 18 August 2026 at 5pm.**

Find out more about our work as the third sector interface for Aberdeen at acvo.org.uk

