



The School Leaders Scotland (SLS) is the leading professional association for secondary school and college leaders and is affiliated to ASCL (Association of School and College Leaders). We are proud to support and represent more than 1,200 members in secondary and post-16 education who lead their schools and colleges to help to shape the future of the national education system.

Membership Support Officer

Salary starting from £33,690 (£13,476 pro rata) plus expenses paid.

Part time (14 hours, 0.4FTE). Permanent.

Home-based with some travel across Scotland.

SLS is seeking to appoint a Membership Support Officer. This is an exciting, challenging and incredibly rewarding post, as the Membership Support Officer plays an important role at the heart of the Association.

The successful candidate will be working closely with the Financial and Administration Manager to deliver outstanding professional secretarial support to the General Secretary and the SLS Core Team and contribute to the development of the Association's administration services and events. The role offers an exciting opportunity to develop content for online services and marketing campaigns to promote membership, events, and other activities. Educated at least to SCQF Level 6 (Higher) or demonstrably equivalent standard with relevant vocational / professional qualifications, the post-holder will be expected to have experience of working successfully with senior management.

Excellent communication, interpersonal and organisational skills, commitment to quality and a willingness to work occasionally beyond normal office hours is key.

The post-holder will be home-based although the role involves some travel to attend conferences and meetings. IT and telephone equipment will be provided.

This is a 0.4 FTE (14 hours per week) post and flexible working requests will be considered.

This role is paid on a five-point incremental range from £33,690 (£13,476 pro rata) to £37,375 (£14,950 pro rata) with a pay increase of 6% from 1 January 2024, pending approval. We offer a very generous package of benefits, including 28 days holiday (11 days pro rata) plus bank holidays and a pension scheme to which the Association contributes 9% of salary. Reasonable travel and out-of-pocket expenses are also covered.

SLS is committed to equality of opportunity for all our staff. We encourage applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

INTERESTED?

The closing date for applications is **12 noon, Monday 5 February 2024.**

Interviews will be held on Tuesday 20 February 2024.

Start date: At a mutually agreed date.

TO APPLY

Please email your current CV with a brief covering letter to lyn.honnan@sls-scotland.org.uk