

Making a difference throughout Scotland

Since 1996, Foundation Scotland has distributed significant funding to charities and community groups across the country, creating happier, fairer, and more sustainable communities. We support philanthropists to help their personal giving make the most difference. We work with donors to invest in community action that enables people and places to flourish. We work alongside communities to ensure that local funds are distributed by communities themselves. We offer social investment opportunities to enable social enterprises, community organisations and charities to grow and deliver positive social impact. For a quick introduction to how we make a difference, [watch our animation](#).

Role Purpose

Working with the Head of Communications, the Design and Communications Manager will play a leading role in the development of designed assets across multiple platforms and will act as an in-house expert and capacity builder. The focus will be to drive and manage new visual approaches for Foundation Scotland across all assets and public facing content. You will act as a subject matter expert on design and communications at a senior level with excellent organisational and project management skills and a solid portfolio of successful product design and development.

Core Responsibilities

The Design and Communications Manager is responsible for creating communication strategies and visual designs that effectively convey the company's brand message and values. This role involves managing content creation, leading on new design projects, and ensuring cohesive and visually appealing communication across all platforms. The role will require experience and expertise in the following areas:

1. Design Management

You will lead the design process for all marketing and communication materials, including digital and visual assets. You will produce and managing a suite of professional and engaging content including publications, infographics, social media assets, motion graphics, video editing/production and mailer templates.

Responsibilities will include:

- Managing partnerships with agencies, vendors, and other partner organisations
- Managing and coordinating projects organisationally, across teams
- Eagerness to explore new design trends and technologies to enhance visual storytelling
- Meticulous attention to detail in design and content production
- Development of digital design principles
- Using critical feedback to design strategies
- Expert use in using design tools such as Adobe InDesign, Illustrator, Photoshop, After Effects, Premiere Pro, Canva, Adobe XD, Mailchimp

2. Brand

- Brand management, including brand audit and scoping/brand re-fresh
- Producing brand guidelines and ensuring consistency across all channels
- Developing long-term brand strategies
- Aligning brand strategy with business objectives

3. Communications

Web

- Producing and editing website content, ideally with experience of Drupal
- Managing relationships with website developers

Social Media

- Managing social media output including campaigns, planning and producing engaging, multi-media content
- Developing and executing influencing campaigns
- Analyse and report on the effectiveness of visual content and campaigns
- Expertly using data to inform design decisions and improve engagement

Media

- Writing and editing press releases
- Liaising with members of the press

Internal Comms

- Engaging colleagues and creating organisation-wide engagement

Person Specification

Education /Qualifications/ Experience

- Degree level qualification in a relevant field or five years equivalent relevant experience
- Able to demonstrate a diverse design portfolio

Specialist Expertise – Design and Senior Communications Professional

- A design professional with substantial experience and expertise in the development, design and implementation of high-quality visual assets
- Experienced communications professional at a senior level, with demonstrable skill across all comms areas
- Project management across teams, from brief to completion
- Skilled in website management
- Managing and leading on content creation

Interpersonal, Communication and Management Expertise

- Excellent interpersonal and communication skills, highly competent in bringing data or text to life in both visual and written communication
- Capable of developing trusting, collaborative, and effective relationships across an organisation, including capacity building of colleagues
- Demonstrable experience of capturing key information and using it effectively to demonstrate impact both internally and externally
- Skilled at working in evolving situations, and able to think laterally about how to move work forward

Digital Expertise

- Capable in the use of a range of digital platforms for productivity, management, and delivery of the role, with a particular focus on MS Office suite, Salesforce or other CRM databases, and relevant communications platforms and tools
- Capable in project management skills, including use of digital PM platforms
- Proficiency in knowledge management systems and tools
- Proficiency with Salesforce or equivalent CRM database to gather a wide range of data

Flexibility and Eligibility

- Eligibility to work in the UK
- Able and willing to work flexibly, including some evening and occasional weekend work
- Able and willing to travel for work within Scotland, with access to transport for getting to areas not served by bus/rail

The benefits of working for us

In addition to a sense of fulfillment and an opportunity to meet a wide range of people, Foundation Scotland offers the following benefits.

- A progressive pay system with benchmarked annual increases
- Life Assurance at 3 times annual salary
- Defined contribution scheme with 6% Employers' contribution
- 35 days annual leave including ten statutory days
- Training and development opportunities
- Home-based, combined with use of co-working spaces and working pattern flexibility
- Two volunteering days per year

The role level is defined at Grade G (of 10 grades), a Function or Service Manager.