



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Social Enterprise Finance & Marketing Assistant (Glasgow) *(female)

| | |
|-----------------------|--|
| Job Title | Social Enterprise Finance & Marketing Assistant |
| Job Hours | Applications are invited for the Finance and Marketing Assistant post (32 hours) or for the Finance Assistant (16 hours) and Marketing Assistant (16 hours) as separate posts. |
| Accountability | Social Enterprise Manager |
| Salary | £17,600 – £21,966 (pro rata 32 hours) depending on experience |
| Duration | Until 30/04/2019 |

Purpose of Job

To ensure the smooth running of financial systems for Saheliya's social enterprise activities in Glasgow: childcare services, sewing and market gardening. This includes monitoring, recording, reporting on Project income and expenditure, and drawing up and submitting of invoices and receipts.

To ensure effective promotion of Saheliya's social enterprise products and services to customers and potential customers, producing and disseminating publicity and marketing materials – including through social media and by keeping the website up-to-date.

Main Duties

- Participate in social enterprise training – including budgeting and marketing.
- Establish best practice financial recording systems under the guidance of the Social Enterprise Manager
- Provide regular financial report to the Social Enterprise Manager and social enterprise lead staff
- Develop marketing and publicity materials to reach market segments identified, supported by the Social Enterprise Manager

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

- Ensure the establishment of a secure customer base for all goods and services by implementing the marketing strategy
- Help to deliver best practice customer care through timeous invoicing and receipts and by disseminating information to customers
- Provide regular financial reports to the Social Enterprise Manager and social enterprise lead staff
- Work with the Social Enterprise Manager refocusing marketing strategy as required
- Attend regular support and supervision, social enterprise Project team meetings, and Saheliya staff meetings
- Work with the support of the Social Enterprise Manager to provide appropriate timeous reports to Aspiring Communities
- Help organise events to promote Saheliya's social enterprises and the Project
- Provide information to inform the drawing up and up-dating of business, marketing, and strategic planning
- Ensure the Saheliya ethos is maintained and promoted in all activities in-house and externally

Person Specification

Essential:

- Female*
- Willingness to learn about social enterprise, its ethos, and the role it plays in regeneration and employment – especially for those who face barriers to the job market
- A qualification in book-keeping or accounting or a related area.
- Excellent time-keeping, willingness to learn, and a positive approach to problem solving
- Good computer skills
- Able to work well in a team and individually to maximise the success of the project.
- Courteous and polite
- Understanding of promotion and marketing
- In-depth understanding of the additional and specific problems faced by BME women in Scotland
- Understanding of mental health issues
- Experience of working with service delivery to vulnerable people.
- Commitment to equality, human rights, and social justice and to challenging discrimination
- Willingness to learn about the importance of fair trade and environmental sustainability
- High level of professional and personal integrity

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Desirable:

- Speaker of one or more relevant community languages
- Lived experience of the problems our service users face
- Experience of website development
- Experience of working in the voluntary sector
- Experience of public speaking

Closing date for applications: Friday 5th January 2018 (2pm)

Interviews: Wednesday 10th January 2018 (Glasgow)

Applications to be sent to: info@saheliya.co.uk or Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW

For further details contact:

Saheliya, 125 McDonald Road, Edinburgh EH7 4NW

Tel: 0131 556 9302

Email: info@saheliya.co.uk

Website: www.saheliya.co.uk

**The Equality Act 2010 (part 1, Schedule 9) applies to this post. Applications are therefore restricted to female candidates only.*

Saheliya is a company registered in Scotland (SC209861), with the Office of the Scottish Charity Regulator (020069) and with the Care Inspectorate



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698