



## HEAD OF COMMUNICATIONS

**BASED:** Hybrid working between our Big Noise centres and home working (contractual base can be any of our Big Noise centres). Travel to all our Big Noise centres across Scotland (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen) will be required.

**APPLY BY:** Monday 11<sup>th</sup> May 2026 at 10am

### SISTEMA SCOTLAND INFORMATION

Sistema Scotland delivers its work through Big Noise programmes across six communities in Scotland. These communities are Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh.

#### Our current strategy:

Over the coming year, our focus is on positioning the organisation for its next phase of sustainable growth, building on the strong foundations and significant growth over the last five years. We will prioritise deepening our impact while extending our reach to more children and young people through Big Noise. Central to this approach is a clear commitment to listening to the voices of children, young people and communities, and ensuring these insights inform strategic decision-making and shape our future direction.

Our values underpin how we work – with children and young people and their families, and with each other. Our values are:

- **Compassionate:** we work with kindness to build supportive environments where everyone feels valued
- **Committed:** we work with children and young people over the long-term and in a flexible way
- **Creative:** we bring innovation and possibility to everything we do
- **Ambitious:** we build on our strengths and aim high

#### What we do:

Our Big Noise programmes use music and nurturing relationships to support children and young people to realise their potential - improving lives and strengthening the communities we work alongside. Our programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

#### Who we work with:

We work with children and young people from babies to school-leavers, their families and the wider community.

#### How we do this:

Our Big Noise programmes include instrumental lessons, general musicianship sessions, and group teaching in our afterschool & holiday clubs, as well as home visits and community choirs/ensembles/performances.



Sistema Scotland's expenditure budget in 2025/26 is c.£6.5m, projected to increase in future years as the programmes grow. Income to meet this expenditure is raised from Scottish Government, partner local authorities, trusts and foundations, lotteries, individuals and corporate partners.

For more information, please see our website:

<http://www.makeabignoise.org.uk/work-with-us>

## THE TEAM

We currently employ approximately 195 staff across our six Big Noise programmes and Sistema Scotland's central team. The successful applicant will join the Communications & Marketing team (currently consists of a full time Communications & Marketing Manager and a part time PR & Public Affairs and Policy Assistant) and will report to the Chief Executive Officer. The Head of Communications will also join the wider central team consisting of the Chief Executive Officer, Director of Music & Curriculum, Deputy Director of Music & Curriculum and function areas of Administration, Communications & Marketing, Evaluation, Finance, Fundraising, Human Resources and Operations & IT.

The Chief Executive Officer reports to a voluntary Board of Directors.

## JOB INFORMATION

**POST:** Head of Communications

**REPORTS TO:** Chief Executive Officer

**BASED:** Hybrid working between our Big Noise centres and home working (contractual base can be any of our Big Noise centres). Travel to all our Big Noise centres across Scotland (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen) will be required.

**TENURE:** Permanent

**DAYS OF WORK:** Part Time – 3 days / 21 hours per week. This will include a Monday (as this is when we have our weekly Leadership Team meeting) and 2 other days to be agreed with the successful applicant.

**SALARY SCALE** £50,296 to £54,266 per annum pro rata (new staff start on the bottom point of the scale). So working 21 hours a week, the annual salary would be £30,177 (£2,514 gross salary per month)

**SUPERVISION:** You will have a 3 month probationary and initial induction period. All staff also have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 4 weeks during the probationary & initial induction period and every 8 weeks thereafter.



**LEAVE:** We offer the equivalent of 37 days paid holiday per year (pro rata for part time staff); 19 of these days are set when we operate shut down periods over Christmas and New Year, Good Friday/Easter Monday, May bank holiday weekend, and 2 weeks in August. Staff can take the remaining 18 days flexibly throughout the year in agreement with their line manager. Staff are also entitled to an extra week of leave during a shut down period in August, should you be in our employment at this time, based on the hours you would be due to work that week.

We also offer the equivalent of up to 2 weeks unpaid leave per year (pro rata for part time staff) to allow staff to benefit from other work and commitments throughout the year should they choose to do so.

**PENSION:** After you have completed 3 months service with Sistema Scotland, staff are auto enrolled into a contributory pension scheme where Sistema Scotland match employee's contributions at 5%. Staff can choose to opt out of the scheme.

**RIGHT TO WORK:** We also welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post, please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>. We will ask you to bring proof of your eligibility to work in the UK with you to interview.

**START DATE:** ASAP

**HOW TO APPLY:**

To apply for this role you must complete our online application form at <http://www.makeabignoise.org.uk/work-with-us> where you will also find the full job and person specification (no CVs please). As well as detailing your qualifications and work experience, you will also have the opportunity to explain why you are interested in working for Sistema Scotland/Big Noise and how you meet our requirements as detailed in the job/person specification. On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer (please state if you would prefer us not to contact your current employer until you are provisionally offered the role).

**Closing date for applications is Monday 11<sup>th</sup> May 2026 at 10am**

The selection process will be held in Big Noise Wester Hailes in Edinburgh on **Wednesday 3<sup>rd</sup> June 2026** and will include a panel interview, a presentation and a short competency task.

We believe our people should represent the communities we work with. That's why we are committed to being an inclusive employer and a great place to work. We recognise and celebrate the fact that our people come from diverse backgrounds. We positively welcome applications from people from ethnic minority backgrounds, people with disabilities or longstanding health conditions, people who are LGBTQ+,



and people from different socio-economic and educational backgrounds, as well as people of all ages.

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Sistema Scotland.

For any additional information please e-mail [recruitment@sistemascotland.org.uk](mailto:recruitment@sistemascotland.org.uk) or telephone 01786 236914.



## **HEAD OF COMMUNICATIONS JOB DESCRIPTION**

### **1. PRINCIPAL AIMS**

- 1.1 To develop and deliver the organisation's Communications Strategy
- 1.2 Work with the CEO and wider Leadership Team to protect, consolidate and enhance Sistema Scotland's reputation as a leading voice within its sector across Scotland.
- 1.3 As part of the Leadership Team, to support the smooth running of the organisation and delivery on strategic outcomes.
- 1.4 To mentor and line manage the Communications & Marketing Team.

### **2. PRINCIPAL DUTIES**

*The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.*

- 2.1 Developing and delivering the organisation's Communications Strategy aligned to the organisation's strategic priorities.
- 2.2 Working with the CEO and wider Leadership Team to protect, consolidate and enhance Sistema Scotland's reputation as a leading voice within its sector across Scotland.
- 2.3 Developing and delivering strategic communications, working with the CEO and Leadership Team, to ensure the Big Noise programmes and principles of delivery are clearly understood and influential across key audiences
- 2.4 Leading on the relationship with our external Public Affairs Agency and internal Communications & Marketing team to communicate the positive impact which Sistema Scotland has on children and young people living in identified communities across Scotland.
- 2.5 Leading on the development of key organisational messages, brand guidelines and tone of voice, ensuring that how Sistema Scotland communicates internally and externally consistently reflects our values, supports positive organisational culture and encourages meaningful engagement with staff, partners and communities.
- 2.6 Leading on the communication of the benefits of Big Noise as identified through independent evaluation and show the relevance of this beyond the existing Big Noise communities.
- 2.7 Leading on production of annual reports, impact reports and funding communications materials ensuring communications demonstrate measurable social impact and value for money.



- 2.8 Translating programme outcomes and evaluation data into compelling narrative across different channels (print, digital, internal).
- 2.9 Leading and developing internal communications within the organisation to ensure staff across Sistema Scotland are informed and connected.
- 2.10 Managing reactive communications activity, providing timely, clear and proportionate responses to emerging issues, media enquiries and stakeholder needs, supported by the Leadership Team where appropriate.
- 2.11 Leading on crisis communications planning and response, supported by the Leadership Team.
- 2.12 Line management of the Communications & Marketing team.

**All Posts in Sistema Scotland:**

- 3.1 Contributing to the development of a professional working and learning environment in the organisation.
- 3.2 Contributing to the organisation's understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation's activities.
- 3.3 Ensuring adherence to the organisation's policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health & safety.
- 3.4 Supporting the organisation in its journey to becoming a net zero organisation.
- 3.5 Working in a flexible manner in line with the organisation's social and corporate objectives and to be willing to undertake other duties as reasonably requested.



## **HEAD OF COMMUNICATIONS PERSON SPECIFICATION**

We are looking for someone with:

- A firm belief in the benefits that a social programme such as Big Noise / Sistema Scotland can have.
- Experience of working in a senior communications role in the charity or public sector.
- Robust knowledge of the Scottish political and funding landscape.
- Experience of working with and managing successful relationships with multiple partners.
- Knowledge of current issues regarding music education, community development and tackling inequalities in Scotland.
- In-depth knowledge of print and broadcast media in Scotland and experience of engaging with senior journalists and editors.
- In-depth knowledge of digital media channels and platforms, including how to reach specific audiences and how to use analytics and SEO to boost engagement.
- Experience and success in taking on leadership roles and responsibilities including line management and project/event management.
- Ability to prioritise a busy workload while ensuring targets and deadlines are met.
- Ability to work collaboratively and supportively with colleagues.
- Ability to use initiative and work independently, managing a portfolio of work effectively.
- Excellent IT skills, including Word and Excel.
- Strong interpersonal skills with the ability to mix appropriately with a wide range of people.
- Ability to regularly travel to all our Big Noise centres throughout Scotland (Glasgow, Edinburgh, Stirling, Dundee and Aberdeen).
- Ability to work flexibly, with occasional evening and weekend work.