



**Scottish
Recovery**
Network

**Applicant information
for the post of:**

**Communications Officer
Scottish Recovery Network**

Dear Applicant,

Thank you for your interest in the post of Communications Officer, Scottish Recovery Network.

Since being established in 2004, Scottish Recovery Network¹ has made a significant impact on mental health policy and practice across Scotland.

With a team of 10, Scottish Recovery Network delivers a number of exciting and innovative programmes to support recovery approaches in Scotland. The voice of people with lived experience of mental health problems has always been central to the development of our work and we take a collaborative approach bringing lived experience and other key stakeholders together.

- You can find out more about Scottish Recovery Network on [our website](#)
- Scottish Recovery Network's [strategic plan 2021-2024](#) is also available

Please note Scottish Recovery Network is hosted by Penumbra and we require all applicants to apply via the Penumbra jobs portal.

- **Closing date for applications is 17:00 on Friday 17 October 2025**
- **Interviews will be held on Tuesday 18 November 2025**

In order to assist you with your application we enclose a job description and person specification.

If you would like an informal discussion about the post please contact Christine Muir, Communications and Policy Manager at christine.muir@scottishrecovery.net

¹ Scottish Recovery Network is hosted by Penumbra which is a charity (SC010387) and a company limited by guarantee (SC091542) registered in Scotland.

About Scottish Recovery Network

Scottish Recovery Network has been promoting and supporting mental health recovery since 2004. Our [strategic plan 2021-2024](#) sets out our vision, mission, values and how we will work with others to bring about the changes needed to transform Scotland's mental health system.

Our vision

Together we can make Scotland a place where people expect mental health recovery and are supported at all stages of their recovery journey.

Our mission

To bring people, services and organisations across sectors together to create a mental health system powered by lived experience which supports everyone's recovery journey.

Our values

Compassion

We listen to, validate and support those we are working with to have a voice and to develop their capacity to engage in recovery focused change.

Curiosity

We value and explore different ideas and strive to learn from others to build coalitions that bring about positive change in our communities, services and wider system.

Collaboration

We bring people together to explore and develop new ways of working that value different experiences, expertise and voices, and rebalance power.

Courage

We believe in the possibility of change at a personal level but also in our organisations, services and society. We embrace a willingness to be open to all voices including those we do not always understand.

Our track record

Over the past 20 years there have been a wide range of activities with many successes. For example:

- Mental health recovery is accepted as a concept and reality in policy and practice
- People with lived experience of mental health problems have more opportunities to speak out and share their skills and learning
- Many services, organisations and communities have good examples of recovery focused practice
- Good connections have been made with those supporting recovery in other parts of the UK, Europe and further afield

However, our engagement during 2020 on the [future of mental health recovery in Scotland](#) identified there is still a lot to do. Examples of good practice are far from universal. Mental health recovery is still not a day-to-day part of the development and delivery of mental health support.

Building on this we ran a series of conversation cafés in March and August 2022 to gather the views of those with lived experience of mental health challenges and front-line practitioners on they want from a new Scottish Government Mental Health Strategy. They identified this as a [Chance for Change](#) and told us that mental health strategy and services should be designed to ensure that:

- People expect recovery and are supported at all stages of their recovery journey
- All parts of the mental health system are equally valued
- People can access the type of support that works for them and their life when and where they need it
- Scotland is a mentally healthy society where needs related to mental health and wellbeing are acknowledged and supported
- Lived experience is genuinely valued, integrated into all parts of our system and co-production is the way of working
- Peer support and peer worker roles are a mainstream part of the mental health system

About the role

Scottish Recovery Network are seeking an experienced Communications Officer to help transform Scotland's mental health system into one that embraces peer support and is powered by lived experience.

You will be committed to values-based practice and mental health recovery. You will have a passion for managing and delivering collaborative projects that bring people, services, and organisations together to create positive change at a local and national level.

Please note. Scottish Recovery Network is not a service provider. This role does not include delivering mental health services directly to people.

Communications Officer Job Description

Organisation details	
Job title:	Communications Officer
Department/Division:	Scottish Recovery Network
Location:	Scottish Recovery Network
Reporting to:	Communications and Policy Manager
Working hours:	37.5
Job family:	n/a
Pay grade:	£34,043 - £38,824 (Salary points 30-34)

Job summary

The Communications Officer will support the Communications and Policy Manager to implement Scottish Recovery Network's communications strategy effectively and with impact. Working with the team and our partners you will find new and innovative ways to share learning and key messages from our varied work programme with a range of audiences.

The Communications Officer will be responsible for:

- Creating and supporting the development of a wide range of written, film, and audio content and resources to share learning from our activities and those of our partners, and to convey key messages

- Implementing and maintaining audience development processes to ensure we can target our communications effectively
- Working with the team to ensure our online and in-person events reach desired audiences and provide spaces for learning, connection and inspiration

Integral to this is a commitment to values-based practice, mental health recovery, peer support and to working with others to bring about much needed change in our mental health system.

Skill

The level of education, experience and expertise needed to perform the job

Education

Relevant professional qualification at SCQF level 9 or above or equivalent knowledge acquired by other means.

Experience

- Experience of creating written, film and audio content for a range of audiences which share learning and key messages
- Experience of using websites, newsletters and social media to reach a range of audiences
- Experience of engaging with the media including national and local press and specialist publications
- Experience of developing and maintaining audience development processes and ensuring they can be used by others to target learning and messages at appropriate audiences
- Experience of supporting the development and implementation of campaigns to promote key messages and encourage response to calls to action
- Experience of designing, promoting and delivering online and in-person events
- Responsibility for managing enquiries and developing systems to ensure they are effectively handled
- Able to convey new ideas and innovation and to facilitate thinking and approaches that may depart from conventional thinking
- Experience of developing and maintaining relationships with people from different perspectives and sectors and working with them to inform communications activity and content

Knowledge

- In-depth knowledge of a range of communications tools and platforms including websites, preferably using WordPress Content Management Systems

- Knowledge and understanding of mental health recovery, peer support and co-production approaches and able to use this to plan and deliver communications activities
- Ability to creatively involve people with lived experience and peer organisations in policy influencing in a way that is safe and empowering
- Understanding of the Scottish policy landscape including mental health policy and system and the ability to work with colleagues to influence change at national and local level

Responsibility

The extent of decision-making authority, supervisory duties, and fiscal responsibility

Fiscal responsibility

- Provide support to the Communications and Policy Manager ensuring the effective deployment of available resources (human, financial, other) to deliver agreed outcomes including making recommendations for change and support to implement new approaches

Supervisory responsibility

- Responsible for supporting colleagues and external partners to ensure they have the knowledge, skills and confidence to play a full part in our communications activities
- Lead briefings and skills development and discussion sessions at team meetings and at external events and networks

Decision-making

- Provide data, information and analysis on our communications activities that supports the development, implementation and review of Scottish Recovery Network's Strategy and delivery plans
- Exercise judgement in balancing competing demands within the role ensuring that commitments and deadlines are met
- When involved in external partnership work make sound decisions as to position and/or contribution based on Scottish Recovery Network's strategy and delivery plans, our values and approach and our resources and capacity

Values and accountability

- Responsibility for ensuring that all Scottish Recovery Network evaluation and policy influencing activities are delivered in a way that is consistent with our values and approach and in line with Penumbra policies
- Ensure all activities are delivered as agreed and provide regular reports on communications activities, impacts and learning

Effort

The physical and mental effort required, as well as emotional resilience and focus

Mental effort

- Balance day-to-day commitments with ability to keep up to date with developments in communication and in recovery, lived experience and peer support thinking and practice
- Often working in a fast paced, dynamic environment, balancing multiple priorities and deadlines
- Ability to adapt approach and workload to meet demands whilst maintaining our values and approach and to support other team members to do so
- Initiate and support the implementation of improvements and changes to our activities to increase our reach and impact

Physical effort

- Sitting/inputting at a keyboard for a significant part of the working day, with appropriate breaks from VDU when required
- Travel to Scottish Recovery Network team space in Glasgow for meetings, to deliver learning and for supervision
- Travel across Scotland for meetings with external partners and stakeholders and to facilitate the delivery of events

Focus and concentration

- Ability to make sound judgements, meet tight deadlines and adapt work plan and priorities to meet changing needs and deal with issues that arise
- Balance multiple priorities and responsibilities including implementing Scottish Recovery Network's strategy and delivery plan, supporting colleagues and longer-term planning
- Prolonged concentration and attention to detail required daily in delivering workplan, when leading and participating in internal and external meetings and in work to influence partners and stakeholders
- Producing high quality written, film and audio content
- Ability to summarise and adapt written materials and content to be understood by multiple audiences

Emotional effort

- Maintaining resilience and modelling our approach and values of compassion, curiosity, collaboration and courage when working with colleagues, our networks, partners and stakeholders
- Provide support to other team members to increase the effectiveness and impacts of their work

Flexibility and adaptability

- Ability to adapt work programme whilst also supporting others to adjust and adapt to ensure Scottish Recovery Network's strategic aims and delivery commitments are achieved whilst maintaining our values in a complex and dynamic environment
- Develop and maintain productive and proactive relationships at national and local level needed to ensure Scottish Recovery Network's strategy and delivery plan commitments are fully met
- Maintain curiosity of other's goals and approach to ensure Scottish Recovery Network can develop alliances for change

Working conditions

The environment(s) in which the role operates, including any hazards, stress and travel requirements

Environmental conditions

- Performing tasks in diverse environments including home, Scottish Recovery Network team space, other offices, public spaces and venues
- Environments may vary in terms of noise and lighting
- Travel required to external meeting and events

Hazards

- May involve hazards navigating public spaces and public transport
- May involve unexpected situations when working in other offices, public spaces and venues such as spills and fire alarms
- Will require carrying materials and to assist in room layout for external events

Work schedule

- Ability to manage diary to ensure that all work commitments are met and work life balance maintained
- Work may require a high degree of flexibility and may extend beyond standard business hours, including for meetings with international partners
- Work will involve regular travel to the team space in Glasgow and to other meetings and events across Scotland. This will involve occasional overnight stays, early morning travel and late evenings to accommodate business need

Stress

- Managing competing priorities in a dynamic, complex environment whilst meeting deadlines and expectations of external networks, partners and stakeholders
- Participate in meetings to gain support for Scottish Recovery Network's key messages and programme, building relationships and alliances around identified shared goals

- Support the design and deliver workshops and other events to explore, co-design, share learning and connect people from different perspectives
- Maintain resilience whilst under pressure to maintain a calm presence for team and external partners during challenging situations
- Monitoring the stress of colleagues and offering support when required

Travel requirements

- Regular travel to Scottish Recovery Network team space in Glasgow and across Scotland for meetings with external partners and stakeholders and to participate in and deliver events

Behaviours

The attitude and approach we all bring to our work and encompass how we do things, what we say and how we say it, how we treat others and how we expect to be treated

Taking responsibility	Take ownership of your work and use your initiative to deliver your objectives and role expectations. Be accountable for your own performance and development by taking responsibility for your actions and decisions.
Building trust and respect	Recognise the importance of self-awareness and the impact you have on others. Value difference, diversity and inclusion, ensuring fairness and opportunity for all. Be open and listen carefully to the views and opinions of others. Build relationships based on trust, respect, compassion and kindness.
Working together	Form effective partnerships and relationships with people internally and externally from a range of diverse backgrounds. Work with others to reach a common goal; sharing information, supporting colleagues and seeking expertise, ideas and solutions from others where needed. Actively listen and take on board the views and opinions of others.

Excellence	Seek out opportunities to harness diverse views, talents and ways of thinking among staff and stakeholder groups to create effective change and suggest innovative ideas for improvement. Review ways of working, including seeking and providing feedback to improve impacts. Demonstrate a can-do and professional attitude.
Keeping it simple	Communicate clearly and concisely, to ensure the message is understood by all. Actively work to prevent overcomplication or confusion, demonstrating a clear, simple, non-bureaucratic approach to work.