



## Make Your Mark Campaign Coordinator

The Society is looking for a new member of staff to develop, manage and coordinate the Make Your Mark in Volunteering Campaign, which is hosted by the Society and supported by the Make Your Mark Working Group.

### Job Description

The Campaign Coordinator will provide project management and delivery of campaign events, training, communications, audience development, partner engagement and evaluation. They will liaise with and support the Make Your Mark Working Group, the wider Make Your Mark membership, community groups and external partners to ensure the implementation of inclusive volunteer programmes.

**Role:** Make Your Mark Campaign Coordinator - 37 hours per week, fixed term to 31 March 2029, with extension pending further funding

**Salary:** £35,400 per annum

**Pension:** 10% pension contribution by the employer

**Hours:** 37 hours (five days) per week with flexible daytime working hours Monday to Friday, occasional evening and weekend work required with time off in lieu (TOIL) provided

**Location:** Hybrid at-home and in-person working based at the Society's office at the National Museum of Scotland in Edinburgh, with some time in partner organisation offices, particularly Volunteer Scotland in Stirling. However, as there are several flights of stairs up to the Society offices, we are happy to explore different ways of working.

**Reports to:** Make Your Mark Working Group; project managed by Sarah Pearce, Heritage Network; line managed by Jeff Sanders, Society of Antiquaries of Scotland; oversight group comprising Sarah, Jeff and Joanna Todd, Historic Environment Scotland

**Probation:** Nine-month probationary period during which time your skills and suitability for the post will be assessed

## Main Responsibilities

### **Capacity building and audience diversification**

1. To carry out desk-based and stakeholder-engagement-based research to gather, analyse and interpret information to inform the development of inclusive volunteer programmes.
2. To provide volunteer management expertise and feedback to member organisations, supporting the development of inclusive volunteer programmes.
3. To network with community groups across Scotland, identifying and developing partnership opportunities, sharing Make Your Mark volunteer opportunities and integrating inclusive practice.
4. To co-design a volunteer taster sessions programme in partnership with community groups and heritage organisations, engaging people previously excluded from heritage volunteering.
5. To work in partnership with training and employability partners to oversee a heritage skills development programme and match participants with member organisations for volunteer experiences.
6. To develop employer-supported volunteering opportunities in partnership with businesses and heritage organisations, enabling cross-sector collaboration.
7. To plan and promote events for volunteer organisers and volunteers, with assistance from Make Your Mark Working Group Partners and the Volunteer Organisers Network.
8. To administer Scotland's heritage volunteering portal on the Make Your Mark website, ensuring that opportunities are inclusive and matching volunteers with desired opportunities.

### **Liaison, stakeholder coordination and promotion**

9. To be the main point of contact for campaign members and partners, providing information about the campaign's resources, answering queries and surveying their needs.
10. To coordinate campaign members and community groups to develop and update inclusive volunteering resources, including blog posts, case studies and toolkits.
11. To develop and deliver a communications plan for the Make Your Mark Campaign, including social media policies and content, dealing with press, creating and issuing regular newsletters, managing a website and coordinating partner content.
12. To represent the Make Your Mark campaign both digitally and in person, including the creation and delivery of inclusive volunteering workshops and campaign promotional presentations.

### **Monitoring, evaluation and sustainability**

13. To coordinate heritage volunteering research with member organisations, volunteers and stakeholders, analysing findings and producing reports to inform future campaign development.
14. To analyse campaign effectiveness and provide update reports to Line Manager, Oversight Group, Make Your Mark Working Group, funders and other stakeholders.
15. To administer campaign activities, including budgetary, digital systems and archival responsibilities.
16. To contribute to fundraising efforts by researching and writing coherent, organised and compelling grant proposals, with the support of the campaign Working Group.

## Person Specification

### Essential

- Experience of coordinating projects or programmes involving multiple stakeholders and competing priorities
- Experience of planning and delivering inclusive events, workshops, training and/or community engagement activities
- Experience of monitoring and evaluation, including collecting and analysing quantitative and qualitative data
- Knowledge of good practice in volunteer involvement and inclusive volunteering
- Excellent written and verbal communication skills including experience of developing and enacting communication strategies
- Excellent organisational and time-management skills with ability to prioritise workload to meet deadlines and to work on own initiative
- Demonstrable commitment to EDI and experience delivering inclusive activities and communications
- IT literate (for example, experience of using Office 365, Zoom, Eventbrite, WordPress and Mailchimp) and open to learning new digital skills
- Demonstrable experience of partnership-working and development

### Desirable

- Experience of contributing to and/or writing funding applications
- Experience of conducting research, analysing findings and producing reports
- Experience of, or interest in, the heritage sector

## How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet the requirements (covering letter to be no more than two sides of A4) by the closing date to the Outreach Manager, Dr Jeff Sanders FSAScot, at [jeff@socantscot.org](mailto:jeff@socantscot.org).

**Closing date: 11:59 PM (UK time) on 12 July 2026**

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom during the week commencing 27 July 2026. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please help us by filling in the Equalities Monitoring Form - a link will be emailed to you with receipt of your application. Filling in this form is voluntary and the results are anonymous and are not used in the recruitment process.

## Further Information

For further information on the role, please contact the Outreach Manager, Dr Jeff Sanders FSAScot, at [jeff@socantscot.org](mailto:jeff@socantscot.org).

## About Make Your Mark

[Make Your Mark](#) is hosted by the Society of Antiquaries of Scotland and overseen by a [working group](#) of major stakeholders in Scotland's heritage, voluntary and equalities sectors. It is funded by The National Lottery Heritage Fund.

For volunteers, Make Your Mark connects you with organisations that care for Scotland's places, history and culture. By volunteering, you can discover Scotland's stories, care for local places, meet new people, develop skills, network with staff and get behind-the-scenes access.

For volunteer-involving heritage organisations, Make Your Mark promotes volunteer opportunities, connects heritage volunteer organisers to a peer-to-peer network, organises inclusive volunteering case study events, shares best practice and evidences volunteering impact to advocate for more funding for heritage volunteering programmes.

Make Your Mark has its roots in [Our Place in Time \(OPiT\)](#), Scotland's first national strategy for the historic environment. OPiT identified volunteering as a priority for the heritage sector, noting the need to increase the number and diversity of volunteers. A more diverse heritage volunteer base strengthens the stewardship of Scotland's places and stories, and delivers well-evidenced benefits to communities, including skills development, improved health and wellbeing, enhanced employability, stronger social ties, a deeper sense of place and increased confidence. Make Your Mark also delivers on the refreshed national strategy for the historic environment, [Our Past, Our Future](#), as well as [Volunteer Scotland's 2024-2029 Strategic Plan](#).

Since its launch in 2020, Make Your Mark has grown to have more than 130 [member organisations](#), all of whom have committed to making their volunteer programmes more inclusive. Key highlights include developing an [Inclusive Volunteering Toolkit](#), welcoming 1500+ attendees across 40+ [events](#) and co-designing [heritage volunteer taster sessions](#) with marginalised and excluded communities.



## About the Society of Antiquaries of Scotland

### Our Vision

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

### Our Mission

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

### Our Values

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in our [Strategic Plan](#).

### What We Do

We were established over 245 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity.

We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

### Working For the Society

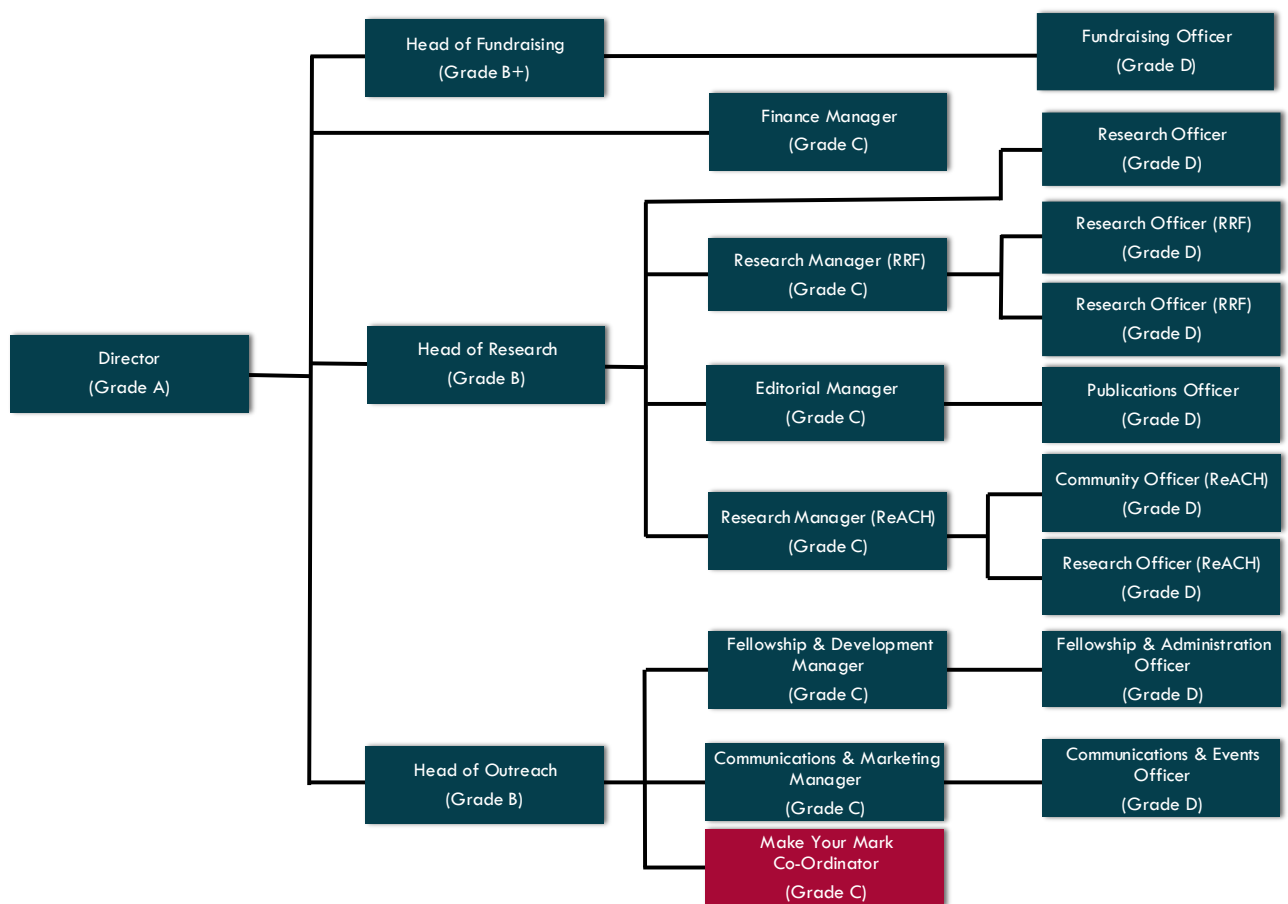
The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including:

- Pension: 10% employer contribution
- Annual Leave: 38 days paid holiday per year pro-rata which includes all normal bank holidays
- Supportive policies: to ensure a balanced work and personal life, the Society allows home working for up to 60% of a working week and a wellbeing benefit of up to 30 minutes per day for exercise
- Training and Development: the Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential for research leave and covers the cost of [Fellowship of the Society](#) (subject to election)

### Society of Antiquaries of Scotland Staffing Structure



Teal – in post; Red – being recruited