

JOB DESCRIPTION

Job title	Editorial Assistant (Buzz Magazine)
Accountable to	Editor, Buzz Magazine
Salary	FTE £28,824 (£17,294 pro rata)
Working hours	21 hours a week
Term	Contract to 31 st March 2027 (continuation subject to funding)
Area covered	The post will require some travel across Scotland
Special conditions	This position is home-based. <i>Whilst the employee will primarily work from home, they are required to attend the Glasgow office for business purposes, including meetings, training, or other operational requirements. The cost of travel between an employee's home and the Glasgow office is the employee's responsibility and will not normally be reimbursed by SDF.</i>

About Buzz

Buzz Magazine is Scotland's only magazine by and for people who use drugs. It is facilitated by Scottish Drugs Forum (SDF), but the magazine is led by the Buzz Peer Editorial Board – a group of people with living experience of substance use who shape, commission and create its content.

Publishing quarterly, Buzz tells stories focused on the social inequalities facing communities across Scotland. It includes resources for reducing drug-related harms alongside reported features, interviews, personal stories and opinion pieces. Through peer-led journalism the magazine aims to challenge stigma, amplify the voices of people who use drugs and influence public understanding of drug use as well as the wider inequalities that drive drug-related harm.

About Scottish Drugs Forum

Scottish Drugs Forum is the national resource of expertise on substance use.

Our charity provides evidence-based information to policymakers, practitioners, people who use drugs and their families – helping them to make informed, life-saving decisions.

We champion a compassionate, human rights-based approach that respects people's choices and supports them to live well on their own terms. The voices of people with living and lived experience are at the heart of everything we do, ensuring services and policies meet real needs.

While our name reflects our origins, we recognise that alcohol plays a significant role in Scotland's substance use landscape. We exist to prevent harm, challenge stigma and champion wellbeing across all forms of use.

About the role

The post is part of a small team that supports the Buzz Peer Editorial Board and plays a key role in the continued development of the magazine.

The role combines content creation, editorial support and community engagement. Working alongside the Editor of Buzz, the post holder will help support the Peer Editorial Board to develop ideas, create content and produce each edition of the magazine. They will also help grow Buzz's reach and impact through social media, website content and community outreach.

A significant part of the role will involve coordinating and supporting events, representing Buzz and SDF at conferences, community events and engagement activities across Scotland, helping to build relationships with contributors, organisations and communities.

The post involves regular engagement with a diverse range of stakeholders, including people who use drugs, policymakers, service providers and community organisations. It offers the opportunity to contribute to a unique peer-led publication that amplifies lived and living experience and promotes informed, non-stigmatising conversations about substance use.

The post holder will work closely with an experienced journalist and Communications Team, while also benefiting from structured learning and on-the-job training opportunities delivered through the Buzz programme.

Key tasks:

Buzz Magazine editorial support

- Participate in editorial meetings with the Buzz Peer Editorial Board (usually taking place in Glasgow).
- Support the editorial process by helping to develop story ideas and contributing to content planning.
- Edit and proofread written work while preserving contributors' voices and perspectives.
- Carry out research and fact-checking to support accurate, responsible and evidence-informed content.
- Assist with the production and publication of each edition of Buzz Magazine.

Growing Buzz's digital presence

- Promote Buzz Magazine through social media and digital communications.
- Schedule, manage and monitor social media content using relevant platforms and tools.
- Upload and maintain website content, ensuring information is accurate and up to date.
- Identify opportunities to grow Buzz's audience, reach and online engagement.

Marketing and promotion

- Build and maintain relationships with organisations that may wish to purchase, distribute or promote Buzz Magazine.
- Identify opportunities to increase awareness of Buzz and expand its readership.
- Work with colleagues in the SDF Communications Team to develop promotional materials and campaigns to support the growth of the magazine.

Events and community engagement

- Coordinate activities that promote Buzz Magazine and SDF within communities across Scotland.
- Represent Buzz and SDF at conferences and community events.
- Travel across Scotland to host information stalls, distribute the magazine and engage with stakeholders.

Key Skills

Written communication, editorial and content development

- Strong written communication skills, with the ability to write clearly and effectively for different audiences.
- Ability to support others to develop their ideas into engaging written content.
- Ability to proofread and edit content for accuracy, clarity, tone and consistency.
- Ability to carry out basic research and fact-checking to support accurate and responsible content.

Digital communications

- Familiarity with social media platforms and an understanding of how to create engaging digital content (or willingness to learn how to use them effectively).
- Ability to manage and update website content (with training provided where needed).
- Willingness to learn and use digital communications tools and platforms.

Relationship building and community engagement

- Strong interpersonal and communication skills.
- Ability to build positive relationships with a wide range of people, including contributors, community organisations and stakeholders.
- Confidence engaging with people from diverse backgrounds and experiences in a respectful and inclusive way.
- Ability to represent Buzz Magazine and SDF professionally at meetings, events and community activities (with support and preparation provided).

Organisation and time management

- Ability to manage multiple tasks and priorities effectively.
- Strong organisational skills and attention to detail developed through study, volunteering or early work experience.

Values and approach

- Interest in developing skills in communications, publishing and community engagement.
- Understanding of the importance of living and lived experience in shaping communications.
- Commitment to a non-judgemental, person-centred and harm reduction-informed approach.
- Commitment to equality, inclusion and meaningful participation.

Teamwork is a vital aspect to the success of SDF and all members of staff are expected to:

- Take part in regular team and inter-departmental meetings.
- Cover for absent staff where applicable.
- Utilising skills to integrate and collaborate with colleagues across all other SDF programmes of work wherever relevant.

Responsibilities of all SDF Staff:

- To demonstrate an awareness and commitment to the ethos and objectives of SDF.
- To adhere to all internal and external SDF policies, procedures, systems and guidelines and to contribute constructively, as required to their ongoing development.

- To undertake other duties relevant to the post and on occasion wider duties pertinent to SDF's strategic objectives and appropriate to the seniority of the post.
- To actively participate in supervision, appraisals, team meetings and to accept responsibility for identifying and meeting professional development and training needs on an ongoing basis.
- Maintain positive and constructive working relationships with all members of your immediate team and the wider SDF team, to ensure that all staff are kept up to date with all relevant issues and developments.
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection guidelines.
- If necessary, from time to time, to work outside normal working hours for which time off in lieu (TOIL) will be given.
- Secure SDF office premises, including setting alarm, as necessary.
- Have regard for your own personal health and safety and that of those around you.

This job description is intended to outline the current requirements of the post, it is not an exhaustive list and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs and strategic priorities.

Please see next page for Person Specification

Editorial Assistant - Buzz Magazine	
Person Specification	
Relevant Experience	
• Experience delivering high-quality work to deadlines – this could be coursework, projects or volunteering. • Some experience or interest in communications, content creation, publishing, journalism, community engagement or related areas (including through study, volunteering or personal projects). • Experience engaging with a range of stakeholders (or willingness to learn how to do this effectively). • Experience supporting projects involving collaboration and participation (including group work, volunteering or peer activities)	All Essential
• Working in community-led, peer-led or participatory projects. • Producing editorial or published content. • Understanding of substance use, harm reduction, drug policy or related social issues (not essential, can be developed in role). • Living or lived experience relevant to the aims of Buzz magazine (welcomed but not required).	All Desirable
Qualifications	
• Educated to degree level and/or relevant professional/vocational qualification and/or relevant experience	Desirable
Job Related Skills	
• Strong writing, editing and proofreading skills. • Photography, video production or graphic design (or an interest in developing these skills).	Essential Desirable
Personal Attributes	
• Evidence of key interpersonal and other core skills such as communication, active listening, empathy, compassion, patience, cultural sensitivity, respect for diversity, healthy working boundaries, non-judgemental attitudes, and an ability to manage conflict. • Ability to work with and build relationships with people from varying backgrounds. • Self-motivated. • Great networker and relationship builder. • Commitment to SDF's mission statement and values.	All Essential
Work Circumstances	
• Ability to drive and access to a car. • Ability to work at home. • Ability to travel to and work in SDF's office in Glasgow. • Ability to travel across Scotland.	Desirable Essential Essential Essential
Protection of Vulnerable Groups	
• This post is subject to Membership of the Protection of Vulnerable Groups Scheme and a disclosure satisfactory to SDF, as the post holder will be working with protected adults.	Essential