



Protests and Suffragettes

Administrative and Marketing Assistant

Role title: **Administrative and Marketing Assistant**
Organisation: **Protests and Suffragettes CIC**
Location: **Remote working.** Scope for training/onboarding at Kinning Park Complex, Glasgow.
Contract: **Fixed-term PAYE contract – 6 months**
Hours: **16 hours per week**
Hourly rate: **£13.45 per hour**
Start date: **w/b 16th March 2026**
Reports to: **Director** (day-to-day working alongside Administrator and Business Development Lead)

Help write women back into Scotland's history — and our future

At Protests and Suffragettes, we're building a Scotland where the stories of suffragettes and women changemakers aren't hidden footnotes, but **vibrant, public, and everywhere** — in schools, museums, murals, and on Wikipedia and the open web. Over the next three years, we're scaling workshops, murals, creative commissions, and a national community that will reshape how women's history is remembered, celebrated, and taught — ramping toward the 2028 Centenary of the Equal Franchise Act.

We're looking for an **Administrative and Marketing Assistant** to support the smooth day-to-day running of our growing social enterprise and to help us communicate our work clearly, warmly, and consistently to our communities, supporters, and partners. **If you're an organised, digitally confident self-starter who enjoys keeping things running smoothly and helping meaningful work reach more people, come build this with us!**

Purpose

The Administrative and Marketing Assistant plays a vital role in supporting the delivery of Protests and Suffragettes CIC's mission **to inspire the next generation of changemakers by writing women back into Scotland's history.**

By providing reliable administrative, digital, and communications support, this role helps ensure our workshops, resources, memberships, and community-facing work are well organised, accessible, and effectively communicated. In doing so, the post holder directly supports our ability to grow our reach, strengthen relationships with communities and supporters, and increase the impact of our work across Scotland.

This is a supportive, skill-building role, well suited to someone returning to work or looking to develop experience within Scotland's third sector, arts, heritage, or social enterprise landscape. This post is funded by InspirAlba, a charity in Argyll which supports rural employability and creates opportunities for individuals facing barriers to work.

Key Responsibilities

Administrative support

- Assist the Director and Administrator with day-to-day administrative tasks across the organisation.
- Support the maintenance of contact databases, spreadsheets, shared documents, and filing systems.
- Assist with drafting, sending, and responding to routine emails and correspondence.
- Provide general administrative backup and support as needed.

Marketing and communications support

- Draft and edit marketing copy for newsletters, social media, and Patreon posts, working from briefs and existing content.
- Support the drafting of advertisements and promotional content for relevant online platforms, working with the Director and Business Development Lead.
- Assist with scheduling and organising content for social media platforms.
- Support the formatting and uploading of text and images for the Protests and Suffragettes website.

Membership and Patreon support

- Provide day-to-day support for Patreon members, helping ensure a positive and welcoming experience.
- Assist with promoting Patreon content and membership offers across digital platforms.
- Support basic membership administration, including responding to enquiries and helping maintain accurate records.

Digital support

- Assist with general digital tasks across the organisation, including document formatting and basic content preparation.
- Support online meetings and video calls where required.

Person Specification

Essential

- Experience with administrative work.
- Experience with Microsoft 365, Google Workspace tools (Google Drive, Docs, Sheets, Gmail), or similar databases.
- Good digital literacy and confidence drafting emails and written communications.
- Confidence in communicating with people online and via video conferencing platforms.
- An organised, reliable approach and willingness to learn new systems.
- Ability to work independently and manage tasks remotely, with support from the team.
- A proactive, self-starting approach.
- Comfortable working within a small, start-up environment where priorities can evolve and initiative is encouraged.

Desirable / beneficial

- Experience in an administrative role or providing general administrative support.
- Experience working within Scotland's third sector, arts, heritage, or community organisations.
- Experience with spreadsheets and basic databases.

- Some experience writing or adapting copy for websites, newsletters, or social media.
- Experience scheduling content for social media platforms (e.g. Meta, Bluesky, Buffer).
- Familiarity with Canva or similar design tools.
- Experience working with or supporting community groups or membership-based organisations.
- Enthusiasm for improving systems and helping things run more smoothly.

Working style and culture

- Collaborative, supportive, and kind.
- Comfortable working remotely with clear communication.
- Willing to ask questions and learn new tools and processes.
- Values-led and respectful of community-centred work.
- Comfortable working within a small, growing social enterprise.
- Proactive about systems and improvements.
- Dynamic, creative, early-stage social enterprise.

Safeguarding and data

The post holder will be required to adhere to Protests and Suffragettes CIC policies on safeguarding, equality, diversity and inclusion, data protection (GDPR), and gender inclusion.

How to apply

Send a CV (max 3 pages) and a **one-page cover note** which includes information on why our mission inspires you, and your interest in the role.

Email: hello@protestsandsuffragettes.com with 'Administrative and Marketing Assistant Application' in the subject line

Deadline: **Mon 23rd February 2026, 12pm**

Interviews: **Thursday 5th March**

Start: **w/b 16th March**

By applying you agree to be available for an interview on Thursday 5th March.

Job Details

We're looking for the right person to join our growing team – could it be you? You'll work remotely, with support from the Director, Administrator, and Business Development Lead. This post is subsidised and open to anyone unemployed or a parent on low income looking to develop skills and increase earnings.

- **PAYE employment**
- **16 hours per week**
- **Fixed-term contract: 6 months**
- **Hourly rate: £13.45**
- **Location: Remote working**, with possible onboarding meeting in Glasgow
- **Location Requirement:** Due to the specific conditions attached to the funding for this post, **applicants must be currently living in Argyll and continue to reside there for the duration of the role.**
Unfortunately, we are unable to consider applications from candidates based outside the Argyll area.
- **Start date: w/b 16th March**

Equity and inclusion

We encourage applications from those currently unemployed or parents on a low income looking to increase skills and earnings. We welcome applications from self-identifying women* – including trans women, and from non-binary and intersex people. We also encourage applications from those who are underrepresented in the arts/heritage and social enterprise sectors (including people from LGBTQI+ communities, the global majority, and/or working-class backgrounds). Adjustments may be available on request.

**We define women inclusively: protestsandsuffragettes.com/about/gender-inclusion-policy*

Links and Funding

More about Protests and Suffragettes CIC via our website and socials:

www.protestsandsuffragettes.com

[Facebook](#) | [Instagram](#) | [Bluesky](#) | [Threads](#) | [X](#) | [YouTube](#) | [LinkedIn](#)

This post is supported and funded by InspirAlba

www.inspiralba.org.uk

Vision and Mission of Protests and Suffragettes CIC

OUR VISION

We see a future where the stories of Scottish suffragettes and women changemakers are not hidden footnotes, but vibrant, accessible narratives that inspire and empower current and future generations. Through collaborative creative projects — including workshops, murals, educational resources, and walking tours — we are transforming how Scottish suffragettes and women* changemakers are remembered and shared. Our vision is to shift women's history from academic obscurity to a vibrant tool for community empowerment.

We aspire to create a Scotland where:

- Every community has access to the rich heritage of women's activism in their local area
- Young people grow up knowing they are part of a long tradition of powerful changemakers
- Historical research and storytelling happen collaboratively, empowering others to recover these stories
- Underrepresented communities are equipped and inspired to continue recovering and celebrating these stories themselves
- Women's voices from the past fuel continued progress toward justice and equality
- Underserved communities contribute to the production of knowledge about the past, and are inspired to create change in the present

We envision a Scotland where women's historical activism is fully recognised, celebrated, and woven into the cultural fabric of our communities. By co-developing creative heritage projects with communities across Scotland, we're not just writing women back into history — we're equipping the next generation with the knowledge and inspiration to continue making change themselves.

Ultimately, we envision our work contributing to a more equitable society where understanding our shared history of activism fuels continued progress toward justice and equality. By writing women back into history, we're writing a better future for everyone.

**By women we mean all self-identifying women. We use the word women in the broadest sense, inclusive of trans and intersex women. We recognise that in historical contexts this terminology was not used, and that women from the past may not have been able to self-identify in these ways. See our gender inclusion policy here: <https://protestsandsuffragettes.com/about/gender-inclusion-policy/>*

MISSION STATEMENT

To inspire the next generation of changemakers and encourage civic participation by writing women back into Scotland's history.

We exist to:

- Empower communities to engage with local history and recover the stories of past changemakers
- Equip the next generation with inspiring stories of Suffragettes and other historical activists
- Transform how women's histories are remembered and celebrated
- Increase civic engagement by demonstrating that ordinary people can create extraordinary change
- Facilitate and empower changemakers in underrepresented communities (including elders, New Scots, young women, those from working-class backgrounds, or who score in the lowest percentiles of SIMD)

OBJECTIVES

- Objective 1: To deliver collaborative workshops, co-create murals, develop walking tours, and other public art projects that celebrate local women's activism.
- Objective 2: To create and sell dynamic educational materials, merchandise, and resources that make women's histories in Scotland accessible and engaging.
- Objective 3: To sell and/or distribute free and subsidised Education Packs, Suffragette Trumps playing cards, and learning materials to schools and community groups across Scotland.
- Objective 4: To conduct archival research on Scottish women's activism and teach others to do the same through workshops and collaborative partnerships.
- Objective 5: To increase online representation of Scottish women's histories through Wikipedia editing workshops and digital knowledge production.
- Objective 6: To co-create memorable, robustly researched and beautiful merchandise, public art, and educational resources in collaboration with underrepresented communities (including elders, New Scots, young women, and those from working-class backgrounds or areas in the lowest percentile of SIMD).