Glenkens Community & Arts Trust

Job Description:

Community Activities Coordinator

(Employee role, 4 days/week, 12-month contract)

Our Aims

Glenkens Community and Arts Trust (GCAT) strives for healthy, active, creative, connected and inclusive communities in which people of all ages can live, work and grow.

To help make this a reality, we work with others to enrich the lives of people in our communities by providing inclusive social, artistic and creative activities, experiences and opportunities for progression.

The overall strategic aim of our communities work is that the capacity and resilience of our people and communities will improve; people and groups are better connected and less isolated and have greater skills, abilities and confidence to take leading roles; and that individuals have improved mental and physical wellbeing.

Overall Role and Accountability

The **Community Activities Coordinator** has overall accountability for the delivery of a year of regular activities in the Glenkens, plus support for one-off cross-Glenkens projects such as the Glenkens Food Month.

This is a one-year role that that will serve as a transition to a new approach to Community Development in the Glenkens from 2024 onwards. The focus will be delivering an accessible and inclusive Activity Programme and on reaching those people who will benefit from the activities the most.

The **Community Activities Coordinator** will report directly to the GCAT Executive Manager, although this may be subject to change after the summer 2023 GCAT Operational Review.

Responsibilities

- **Responsible for all elements of delivery of a year-long Community Activity programme**, including creation of monthly Activity programmes, commissioning Deliverers, scheduling, publicity using all media, logistics, delivery support, budget management and evaluation.
    - Activity programmes are to be created based on the needs of core demographics and are to ensure that we meet the Outcomes specified in our Community Mental Health and Wellbeing grant.
    - Particular emphasis on reaching the targeted audiences for particular activities, reaching attendees new to CiC and reaching attendees from outwith the core Glenkens. Both through targeted publicity and activity location choice.
- Work in partnership with other organisations to amplify the Activity programme, target it more effectively and deliver it efficiently. New partnerships will be required.
- Work with deliverers / leaders of the activity programme to transition them to self-sustaining models by the end of the year of activity.
- Lead on or support cross-Glenkens activities as required, such as the Glenkens Food Month.
- Support the other GCAT projects in their efforts to increase the reach of GCAT to wider demographics (Arts programme, Youth Arts programme, Glenkens Gazette, Glenkens Community Transport)

In pursuit of this, some of the required duties will be:

- Reviewing the terms of the allocated grant funding and creating a programme that will deliver the promised Outcomes in each case.
- Budgeting and commissioning Deliverers to deliver activities. Creating written agreements with all Deliverers on behalf of GCAT (with support).
- Agreeing payment methods for all activities with GCAT Business Support Manager.
- Setting up and taking down the chosen GCAT venue for hosting regular activity events.
- Being available as first point of contact for all activities and events, particularly when they are starting out.
- Liaising with other GCAT team members (in particular Arts and Youth Arts) to make sure that programming doesn't clash.
- Creating and distributing all publicity material (for print, SM and website dissemination) to ensure a good take-up of CiC activities.
- Distributing publicity material (posters, flyers, programmes, Gazettes) as requested around the Glenkens and district.

- Regularly updating GCAT social media with upcoming activities and reports on activities.
- Evaluating each activity programme based on quantitative and qualitative evidence.
- Creating the draft End of Grant report at the end of the year.
- Meeting local organisations to create partnership opportunities.
- Working with the GCAT Communications project team and the GCAT Arts Manager to develop the most appropriate way of marketing Community Activity events through 2023 and 2024 and onwards.
- Setting up the Smiddy venue for external hire (meetings etc) as required.
- Managing their time so that they are largely available to support the planned Activity programme, and alerting the Executive Manager where this is not the case.

CiC Activity Officer PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Experience of delivering community or other activity programmes.	Experience of working on grant-funded projects, including creating End of Grant reports.
	Experience of effectively working in partnership with local organisations.	Experience of working with regional agencies.
	Experience of engaging effectively with a wide diversity of people.	Experience in monitoring and evaluation
	Experience of creating publicity to reach wide groups – print and social media.	Experience of managing budgets
KNOWLEDGE & SKILLS	Knowledge of the challenges facing remote, rural communities, particularly those with aging populations	Knowledge of the Glenkens, including local organisations and infrastructure.
	Sound knowledge of using MS Office Suite (in particular Excel and Word)	
PERSONAL QUALITIES	Good organisational skills including scheduling and working with deadlines.	
	Excellent communication skills (oral and written)	
	Confident at dealing with a wide range of people.	
	Understanding of issues of confidentiality and sensitivity within communities.	
	Team player whose personal contribution supports a healthy and happy workplace	
MOTIVATION & EXPECTATIONS	Focused on high personal and organisational performance	Full driving licence
	Reliable delivery of a high standard of work.	

	Positive, people focussed attitude and personality	
	Flexible in work duties in pursuit of the overall GCAT aims.	
	Able to work at the CatStrand, the Balmaclellan Smiddy or from home as requested and agreed.	
	Able to meet other organisations at their locations as requested and agreed.	

Basic Terms and conditions

Salary: £23,000 p.a., **pro-rated at 80% to £18,400.** 12-month fixed-term contract, subject to a 3-month probationary period. Payable monthly in arrears.

Hours: 28 hour week (80% of 35 hours), on a flexible basis. Some evening and weekend working may be required, which will be recovered through Time Off in Lieu. Minimum of 3 days a week in the CatStrand or Smiddy or activity venue required.

Pension: GCAT operates a NEST pension scheme (automatic enrolment after a successful probationary period).

The payments into your pension are:

- Your contribution - 5.00% of your pensionable pay. Taken directly from your pay and appears on your payslip.
- Our contribution – 3.00% of your pensionable pay. Paid directly to the pension provider.

Holiday: 32 days including public holidays, **pro-rated at 80% to 26 days.** Maximum of 3 consecutive weeks to be taken at any one time, and all leave periods to be agreed in advance with Line Manager.

This role is funded by the Scottish Government's Community Mental Health and Wellbeing fund, administered by Third Sector Dumfries and Galloway.

THIRD SECTOR
Dumfries and Galloway