Glenkens Community & Arts Trust

Job Description:

Community Activity Advisor

(Freelance role, 1 day/week, 18-month contract)

Our Aims

The Glenkens Community & Arts Trust has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

• Interweaving Arts, Community and Heritage to enrich the life of the area.

• Delivering our Artistic Vision with passion and creativity.

• Supporting many activities core to the quality of life of people and environment of the Glenkens.

• Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

This Community Activity Coordinator role is one of our projects in support of the Community Action Plan priorities. We want to continue to support our amazing volunteer Town and Village Hall committees as best we can. This role is funded by the National Lottery 'Awards for All' programme to the end of December 2026.

Overall Role and Accountability

This freelance post of Community Activity Coordinator will offer a service to the communities of the Glenkens **that will catalyse and support an enhanced programme of social activities across the whole area.** They will do this by amplifying the work of the Glenkens Town and Village Hall committees and by increasing community capacity by transferring learning for the longer term.

The role will support interested Hall Committees in putting on an initial activity programme with a view to embedding process and success so that they can carry on after this role ends. We expect to support 10 Halls in the 2-year programme (it began in Jan 2025). The role will also support Hall Committees to work together on joint events that will mutually benefit all.

The role will work in close partnership with the Glenkens Community Spaces Network, another GCAT project, facilitated by Becca Nelson.

Hours will be flexible with an average of 7 per week, and you will be expected to manage these sensibly to accommodate Committee availability and event timings. Evening and some weekend work will be required, as well as working from home or the CatStrand on planning and admin tasks. Travel around the Glenkens to the Committee's places of work will be essential.

The client for this role will be Helen Keron, GCAT Chief Executive.

Responsibilities

- Use our existing excellent community networks to rapidly create connections with the Hall Committees.
- Assess needs and create a prioritised work schedule.
- Work with individual Committees to understand and overcome the barriers to them putting on their own activity programme:
    - Marketing
    - Activity Ideas
    - Contacts for Deliverers
    - Volunteer recruitment.
    - Health and Safety
    - Funding
- Encourage and support individual Committees in creating joint events that will raise the profile of Glenkens Village Halls and Town Halls in general.

To support this, you will:

- Attend Glenkens Community Spaces Network meetings to create / cement relationships with the Hall committees.
- Follow up on all interest by committees with meetings in their communities.
- Understand their needs and then use your hours to support them as above.
- Ensure that they are learning from your work so that it will continue after this project ends.
- Evaluate and record Hall activities catalysed through this project.
- Promote the Hall events and the overall project through CatStrand Community channels.
- Develop relationships with local and regional organisations to extend the range of opportunities available to our Hall committees.
- Create the draft Interim and End of Project reports on progress for the GCAT Chief Exec and Awards for All (funder), as requested.
- Manage and plan within the project budget.
- Adhere to all GCAT policies and processes.
- Attend monthly client meetings at CatStrand.

Details:

- £16/hour
- 7 hours a week.
- Payment monthly in arrears by invoice.
- Start date: 1 July 2025
- End date: 31 Dec 2026

This role is funded by the National Lottery ‘Awards for All’ fund.