Glenkens Community & Arts Trust

Job Description:

Cultural Glenkens Project Lead

(Employee role, 28 hours/week, 3-year contract)

This post is made possible with The National Lottery Heritage Fund, with thanks to National Lottery players

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.

The CatStrand Arts team delivers the CatStrand Artistic Vision, which has three key strands:

1. CatStrand Touring Arts - hosting high quality touring work and supporting the region's artists with a focus on theatre, dance, comedy, folk & traditional music, new music, jazz and classical music.
2. Cultural Glenkens – preserving and celebrating our natural and cultural Heritage.
3. CatStrand Young Creatives – engaging and developing children and young people aged from 5 to 25.

The Role and Accountability

Based primarily at CatStrand, New Galloway, the Cultural Glenkens Project Lead is an important role within GCAT. Working as one of the 3 keys strands of the Arts programme, you will be responsible for delivering the Cultural Glenkens project. This has six key components:

- Delivering an Events programme, in collaboration with Glenkens grass-roots volunteer heritage organisations and regional partners. To include a Festival of Land.
- Delivering Galloway Conversations – programme of hybrid talks on a heritage theme, with regional partners.
- Supporting Glenkens grass-roots volunteer heritage organisations in their work, with a view to increasing their long-term sustainability and self-sufficiency.
- Creating a digital archive for the Glenkens, including oral histories.
- Delivering an intern programme across the Glenkens.
- Working with local schools to improve heritage understanding.

The role sits within the GCAT's Arts Programme and is line managed by the Catstrand Creative Director. It is supported by the wider GCAT staff team & Board.

In this post you will be a champion of heritage in the Glenkens - empowering and supporting our many committed volunteers, recruiting new volunteers to the cause and ensuring that the heritage of the Glenkens is both preserved, celebrated and created anew.

Principal responsibilities

- Overall responsibility for the 3-year Cultural Glenkens project.
- Catalysing and facilitating the delivery of a programme of high-quality heritage events in the Glenkens, working with existing and new grass-roots heritage organisations.
- Programming and facilitating the delivery (in-person and online) of a series of heritage talks (Galloway Conversations)
- Effective engagement with regional partners, volunteer grass-root heritage organisations and public sector heritage organisations in order to preserve and celebrate Glenkens heritage.
- Effective engagement with the Glenkens communities in order to catalyse new Heritage projects under the Cultural Glenkens strand.
- Creation of an intern scheme offering 5 x 6-month full-time fully-paid Intern positions to young people in the Glenkens and district, including sourcing of matched funding from employers.
- Creation of a digital archive for the Glenkens, working with the existing Heritage Centres and archives and regional resources.
- Delivery of an oral history project for the Glenkens using volunteer recorders.
- Coordination of marketing for Cultural Glenkens events and activities, including both digital

and print media.
- Reporting and monitoring records related to targets and objectives set by relevant funders and GCAT. Completing End of Grant reports as required.
- With the support of the Creative Director and wider GCAT team, sourcing grant funding for new heritage projects to complement and augment Cultural Glenkens.

In pursuit of the above, the Cultural Glenkens Project Lead's duties will include:

Planning & Development

- Being the face of Cultural Glenkens for GCAT, and holding primary responsibility for the delivery of the programme.
- Communicating with local volunteer heritage groups, schools and other community organisations to raise awareness of Glenkens heritage and seek opportunities to preserve or celebrate it.

- Inputting events / activity into the CatStrand Arts Programme in a timely manner.
- Having awareness of other heritage activity in the region, particularly Dumfries and Galloway Museums' Service, and attending relevant meetings regionally and nationally where appropriate.
- Providing reports to funders and maintaining good relationships with donors and sponsors.
- Creating or commissioning marketing materials and maintaining social media accounts as an effective tool for reaching a wide audience.

Partnership Working

- Forming excellent relationships with all existing Cultural Glenkens organisations and seeking to catalyse new ones where possible.
- Ensuring that all Cultural Glenkens projects have a written and agreed Memo of Understanding.
- Having awareness of other heritage activity in the region coordinated by regional organisations, and seeking to partner with them for Glenkens-based events and talks.
- Recruiting and coordinating experts to deliver events and talks.
- Actively seeking to create Intern opportunities with local employers.
- Creating and agreeing written Memo of Understanding for every intern placement with the relevant employer.
- Supporting the interns through fair recruitment, placement support and exit interviews.
- Working in constructive partnership with other GCAT projects and external organisations as appropriate.
- Working effectively as part of the GCAT team and contributing to the development of the

organisation as a whole.

Delivery

- Delivering an annual programme of Events and Talks in concord with CatStrand Arts and CatStrand Young Creatives.
- Delivering an annual Festival of Land (or similar)
- Delivering additional Cultural Glenkens projects through GCAT when arising and as agreed.
- Duty managing Cultural Glenkens events as required.
- Taking responsibility for effective hybrid presentation of Cultural Glenkens events.
- Focusing on achieving greater inclusion and diversity within all areas of the programme – speakers, audiences, volunteers and participants.
- Managing compliance with and demonstrating the highest of regard for the GCAT Safeguarding policies and procedures.
- Seeking and acting on feedback from events.

Administration & Finance

- Budget management for the Cultural Glenkens programme, including detailed expenditure monitoring.
- Dealing with petty cash and expenses.
- Operating within GCAT's policy framework, including best practice for safeguarding.
- Assisting GCAT to review its relevant policies regularly and ensuring procedures are in place for compliance.
- Evaluating all project activity and maintaining monitoring records to meet GCAT and funders' requirements. Creating End of Grant reports as required.

General

- Presenting to the GCAT Board and CatStrand Arts Steering Group as required.
- Taking on any other duties as reasonably requested by your line manager.
- Updating GCAT staff team on Cultural Glenkens progress as required.

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Person Specification

	Essential	Desirable
EXPERIENCE	Proven track record in setting up and implementing successful community projects and programmes	Proven track record in setting up and implementing successful heritage projects and programmes
	Experience of working constructively within a team.	Experience of working with speakers, deliverers and technicians to deliver events.
		Experience of monitoring and evaluation.
	Marketing experience related to community projects.	Experience of branding, logo usage and the design of posters
	Experience of managing a budget.	Financial management experience (ApprovalMax or similar)
KNOWLEDGE & SKILLS	A keen interest in the heritage of the Glenkens and a commitment to learn more.	Working knowledge of the heritage of the Glenkens.
	Competent level of IT skills Experience of Social Media and digital marketing.	Experience with Canva or similar. Experience with website updates.
	Organisational skills including scheduling, working with deadlines and future planning.	
PERSONAL QUALITIES	Excellent team player	
	Excellent Communication Skills	Presentation skills
	High Level Written & Oral Skills	
	Enjoys working with communities and making new relationships.	
	Calm under pressure	
MOTIVATION & EXPECTATIONS	Focused on high personal and organisational performance	Based in the Glenkens
	Successful delivery of projects, events and activities.	Able to get themselves around the region on request. e.g. full driving licence and access to a car.
	Working with others to deliver project sustainability	
	Able to work occasional evenings and weekends	

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Basic Terms and conditions

Salary: £30,000 pa FTE. Pro-rated to £24,000 pa for 0.8FTE working. Employee role. 3-year fixed term contract, payable monthly in arrears through PAYE.

Hours: 28 hours / week. Mostly over 4 fixed days (by agreement) but some weekend and evening working will be required for event delivery.

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 to 26 days.

Base Location: The CatStrand, New Galloway, DG7 3RN. Flexible working offered. At least 2 days a week will be required in the office plus event delivery. Home working is an option for the rest of the time.

November 2024



Thanks to National Lottery Players.