Glenkens Community & Arts Trust

Job Description:

Skills and Jobs Fair Planner

(Freelance role, 45 hours, delivery on 30th September 2025)

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 Skills and Jobs Fair is one of our projects in support of the Community Action Plan priorities. We want to showcase the range of employment opportunities available in the Glenkens. This role is funded by DG Works, the Employability and Skills Partnership.

Skills and Jobs Fair

The aim of the Skills and Jobs Fair is to showcase the range of potential jobs and training opportunities for employment and skills development in and around the Glenkens.

It will ensure that people are aware of the key employment and training opportunities on their doorstep, and hopefully also spread the word to the wider district, encouraging awareness of rural opportunities and so working towards reversing the trend in rural depopulation.

We expect to work with DG Works to see what other stakeholders would like to attend the event and support our young people. The event is being planned in partnership with the Glenkens Community Action Plan Steering Group, Dalry School Parent Council and Dalry Secondary School.

The event format will be in the style of a careers fair in Dalry Secondary School Hall on the 30th September. It will be very locally focussed on the pipeline of industry we know is coming into the Glenkens and will be needing direct and ancillary work force. E.g. wind, construction and forestry. It will be broad enough to advertise all the jobs that a sustainable community needs, such as child minders, carers and trades, and will also showcase the support for employment that is available regionally.

Some initial publicity and recruitment of stall holders will be done before this contract starts.

Overall Role and Accountability

This freelance post of Skills and Jobs Fair Planner will take the lead on planning, delivering and evaluating the Fair in accordance with the plan above. They will be responsible both for effective pubic advertising to boost attendance and for coordinating and facilitating the employer stalls at the event.

Hours will be flexible with a total of 45 available from project start until the October evaluation. You will be expected to manage this allocation sensibly to fulfil the job description. Planning can be carried out at home or at the CatStrand in New Galloway. Travel to meet the represented organisations may be beneficial, but not essential.

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

Responsibilities

- Plan and deliver a Skills and Jobs Fair on the 30th September that meets the expectations of the communities and the funder.
- Be the face of the Fair, on behalf of GCAT.
- Encourage employers to take up tables and provide engaging materials.
- Ensure good external publicity to encourage a good public turnout on the day.
- Attend the Skills and Jobs Fair as the host and facilitator.
- Carry out end-of-grant evaluation.

To support this, you will:

- Use GCAT and Glenkens Hub channels to raise public awareness of the Jobs Fair, as well as our partners' networks.
- Work with Gail Challis at the Glenkens Hub to create a Skills and Jobs Fair page.
- Use partner networks to identify employers we would like to see presented, and actively canvass for their attendance and engagement.
- Identify self-employed people in the Glenkens and create short photo/bio case studies of each, to help with publicity and to display on the day.
- Plan catering options to attract attendees.

On the day:

- Take short videos of all stallholders summarising what they need for jobs in the Glenkens. Work with Gail to host those videos permanently on the Glenkens Hub.
- Write an article in the Glenkens Gazette August / September issue – deadline early July.
- Create the draft End of Grant evaluation report on progress for the GCAT Chief Exec and DG Works.
- Write another Glenkens Gazette article after the event reporting on it.
- Manage and plan within the project budget.
- Adhere to all GCAT policies and processes.
- Attend monthly client meetings at CatStrand.

Details:

- £20/hour
- 45-hour contract
- Therefore fixed-sum contract @ £900.
- Payment in arrears by invoice, on agreed schedule.
- Start date: As soon as possible in July.
- End date: 7 Oct 2025 (allowing for close-out)

This role is funded by the DG Works, the regional employability and skills partnership.

June 2025