Glenkens Community & Arts Trust

Job Description:

Connecting in Communities Project Lead

(FT, 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 the Connecting in Communities project 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 **Connecting in Communities Project Lead** has overall accountability for the delivery of the remaining year of the Connecting in Communities team, as per the 2020 Big Lottery application. This involves direct delivery of Outcomes as well as Line Management of the other 2 CiC roles as they deliver their Outcomes.

This is a one-year role that that will serve as a transition to a new approach to Community Development in the Glenkens from 2023 onwards. The focus will be on making partnerships, understanding need and creating a costed and funded plan that all local organisations are bought into. The necessary resources for that plan will be defined through this 2022 work and will be recruited through open recruitment at the appropriate time.

The **CiC Project Lead** reports directly to the GCAT Executive Manager and will be supported by a CiC sub-committee comprising GCAT Board Members and external members who will provide guidance and support.

Responsibilities

- **Supporting the delivery of the Glenkens and District Community Action Plan (CAP)** (www.glenkenstrust.org.uk/community-action-plan) by re-affirming and strengthening partnership working with all local organisations.
- Understanding their resource constraints towards CAP delivery and allocating CiC Community Development Officer time to support as necessary / possible.
- Using these strengthened local partnerships to **create an evidence-based strategy for community development work in the Glenkens and wider district in 2023+.** To consider for inclusion:
    - Community Resilience Officers
    - Support for individuals within the communities
    - Where event planning and activity delivery sits within Community Development
    - How Community Development links with the CAP and other regional plans e.g. Local Place Plans, the new CLD Strategy.
- **Securing funding** for delivery of that strategy.
- Supporting the GCAT EM in their work towards delivering the CAP as required, including **developing the CAP Summit and Forum.**
- **Optimising the use of The Smiddy in Balmaclellan as a community learning hub** for young people and adult learners through partnership working with external (regional) organisations.
- Working with external (regional) organisations to offer work experience / training opportunities for young people and other people in need of support.
- Project Managing any relevant CAP projects that are funded for delivery in 2022.

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

- All Line Management duties towards the CiC team: Setting and reviewing objectives, support, performance management as required, appraisals.
- Gaining an in-depth understanding of the Community Action Plan, the commissioned reports supporting it and the role of the CAP Steering Group.
- Forming meaningful relationships with local organisations by (if requested) attending Committee meetings, reviewing grant applications, fund seeking, connecting partners etc.
- Forming meaningful relationships with regional organisations with the aim of amplifying their work in the Glenkens, where relevant.

- Creating a timeline for the creation of a funded strategy for 2023+ that allows for significant consultation.
- Maintaining a watching brief for new regional opportunities that could benefit GCAT / CiC / CAP delivery.
- Operational support for the creation and delivery of the CAP Forums and Summit.
- Supporting interns / apprentices / work experience placements as requested to give them an excellent experience.

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CiC Project Lead PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Experience of delivering community development and capacity building projects with communities like ours	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 Line Management of staff or volunteers.	Experience in monitoring and evaluation
	Experience of grant-finding at a local level.	Experience of grant-finding at a regional and national level.
	Experience of managing budgets	Experience of creating evidence-based future strategies through partnership working.
KNOWLEDGE & SKILLS	Excellent knowledge of the challenges facing remote, rural communities, particularly those with aging populations	Knowledge of the Glenkens, including local agencies and infrastructure.
	Sound knowledge of using MS Office Suite (in particular Excel and Word)	
PERSONAL QUALITIES	Excellent organisational skills including scheduling, working with deadlines and future planning.	
	Ability to plan and prioritise work and deliver to time deadlines	
	Excellent communication skills (oral and written)	
	Calm under pressure	

	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: £25,000 - £27,000 p.a. 12-month fixed-term contract, subject to a 3-month probationary period. Payable monthly in arrears.

Hours: 35 hours week, 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 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.