Glenkens Community & Arts Trust

Job Description:

Glenkens Communications Hub Project Manager

(Freelance contract, 5 months @ 21 hrs/week, £9,600)

Job Description

The **Glenkens Communications Hub Project Manager** is a freelance contract role that will deliver a Glenkens Communications Hub (website) for the Glenkens Community & Arts Trust, but for the benefit of the wider Glenkens area.

This is a 5-month (22 week) contract that will average at 21 hours / week, but may require some front-end loading within that timescale. Flexibility in time commitment will be key to success.

The role will involve:

- Heavy front-end loading of the design of the Hub, through effective community consultation.
- Commissioning of the website build based on that design.
- Working closely with the website designer to ensure that the intention of the design is fulfilled.
- Communication back to the communities about the Hub and how to use it effectively.

The role therefore primarily requires excellent communication skills and community knowledge, **not** creative or technical knowledge of website builds.

The role will be managed by the GCAT Executive Manager and will be supported by the Glenkens Gazette Editor and a Project Steering Group.

Glenkens Community & Arts Trust

The purpose of the Hub:

- To be a landing page for residents and visitors to the Glenkens and area.
- To offer links to existing local websites.
- To be a home for Glenkens-wide information e.g. footpaths, Community Actions Plans.
- To crowd-source information about local **Events**, and output that information across a range of media – social media, pdfs for poster printing, website search etc.
- To crowd-source information about **Volunteer Opportunities**, and output that information across a range of media – social media, website search etc.
- To crowd-source information about **Lift-sharing / Car-sharing options**, and output that information across a range of media – social media, website search etc.
- To crowd-source information about **Job Opportunities,** and output that information across a range of media – social media, website search etc.
- To crowd-source information about **Housing needs /sales / rental opportunities,** and output that information across a range of media – social media, website search etc.
- Any similar Glenkens-wide connections that emerge in the consultation period.

Funding for this role comes from the Blackcraig Wind Farm community benefit fund, administered by the Glenkens and District Trust through Foundation Scotland, and also from the Galloway Glens Landscape Partnership Scheme. Their support of this important project is gratefully acknowledged.

GLENKENS & District Trust

Foundation Scotland

GALLOWAY GLENS Landscape Partnership

Glenkens Community & Arts Trust

Anticipated Outputs / Timeline

- Week 1: Create a basic skeleton of the Hub online structure – taking advice from GCAT / Glenkens Gazette.
- Weeks 2 & 3: Create a community engagement tool to take round the wider Glenkens communities. This will likely consist of:
    - A snapshot of the look and the function of the new Hub
    - Different landing pages options.
    - Different options for how to input data, how data can be exported, how the Search could work
    - An offer for reps to join the Project Steering Group.
- Weeks 4-7: Touring round the local organisations to gain feedback on the above options.
- Weeks 8-9: Create new skeleton and from that a Tender Document for website designers. External support for creating the Tender Document can be sourced.
- Weeks 10-11: Waiting for tender to return. Start creating content for the pages. Desk research for external links that will be required. Further work on lift and car sharing options.
- Week 12: Assess tender returns and assign job.
- Weeks 13-17: Oversee Hub build and continue to create & curate content, design outputs for users and source external links.
- Weeks 18-19: Beta-test with Steering Group orgs and update accordingly.
- Weeks 20-22: Formal launch and roll-out across the communities.

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Glenkens Communications Hub Project Manager: PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Experience of engaging effectively with community organisations in rural areas.	Experience of engaging effectively with community organisations in the Glenkens.
	Experience of effectively working in partnership to deliver time-sensitive projects	Experience of managing the creation of websites. Editing websites.
	Experience of managing own time to deliver Outcomes within a fixed budget.	Experience of managing a SM channel.
KNOWLEDGE & SKILLS	Competent broad IT skills	An eye for modern design of websites and advertising material.
	Presentation skills – able to present to a committee confidently and effectively.	
PERSONAL QUALITIES	Excellent organisational skills including scheduling, working with deadlines and future planning.	
	Excellent communication skills (oral and written)	
	Reliable delivery of a high standard of work.	
	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

Contract: Fixed-term freelance contract with the Glenkens Community & Arts Trust. £9,600 lump-sum for 22 weeks of work at an average of 21 hours / week. Paid on receipt of invoice and timesheet, monthly in arrears.

Location: Minimum of 1 day a week in the CatStrand or Smiddy required, the rest can be home or office working, by arrangement.

Hours: Some of the 21 hours / week will need to be evening or weekend working, in order to deliver effective community engagement.

To apply

Email CV and Cover letter to Helen Keron on helen@catstrand.com by 9pm on the 24th April 2022.