Job Description:

Glenkens Asset Network Facilitator

Overview

The Glenkens Community & Arts Trust has sourced funding to create the role of a **Glenkens Asset Network Facilitator.** This new role will support the management committees of our Glenkens & district Town Halls, Villages Halls and other public buildings and spaces in their valuable work. The role is aligned with Theme 2 of the Glenkens & District Community Action Plan – An Asset Rich community, which was a recognition of the value that local people put on their public spaces.

The role will create and facilitate regular Asset Network meetings, but also has an allocation of a day per week to follow up on actions from the meetings and support the management committees in their work on capital upgrades, marketing and sustainable operational plans.

This is a 2-year freelance role, reporting to the GCAT Executive Manager as the client.

Key deliverables

Network meetings

- Organise, chair and document 2-monthly Asset Network meetings with representatives from the management committees of the Glenkens & district Assets.
- Follow-up on any quick-win actions from the meetings.
- Create Terms of Reference for the Network, using best practice from TSDG and others.

Operational support

- Create a basic business plan format for management committees to complete, if necessary, and support them (on a rolling basis) to create a business plan that has a level of detail commensurate with the ambition of their plans.
- Review existing business plans (on a rolling basis) and suggest improvements. Share best practice.
- Search for relevant operational grant funding based on business plans and assist with applications.
- Co-ordinate operational schedules to add value and leverage co-operative buying powers e.g. PAT testing, insurance renewal, oil buying.

Capital projects

- Support delivery of small capital upgrade projects such as WiFi installation, website creation.
- Work with the management committees to create a coherent programmes of rolling capital upgrades and assist in sourcing funding. Identify and take advantage of any synergies in planning, tendering or recruiting.

Marketing

- Assist with the creation of social media accounts where relevant / useful and demonstrate how to create effective posters and flyers.
- Create a digital / printable directory of Assets so it becomes possible to browse all the facilities available in the area – ideally through the Glenkens Communications Hub.
- Promote the use of the Glenkens Communications Hub (when established) and the 'DG Locator' app to support Asset activity programmes.

Network development

- Be a single point of contact for the Community Action Plan Steering Group to engage with on CAP issues relating to the Asset network. Current issues include:
    - Places of refuge
    - Decarbonisation of public buildings
    - Activity programmes / sustainable business plans
    - Church of Scotland Kirk sales
    - Exercise facilities / opportunities
    - Winter warm spaces
- Seek external funding for extra time for project delivery as the Network develops.

Person specification

This contract would suit someone who is:

- Passionate about making the Glenkens and district be the best they can be.
- An excellent communicator and facilitator.
- Motivated by seeing the gains made by people working constructively together.
- Willing and able to work flexibly to suit the requirements of the role, within the weekly time constraint.
- Professional, motivated and able to deliver to a high standard against expectations with minimum supervision.
- Able to tour the Glenkens and district under their own steam to meet management committees and see the assets.
- Experienced in writing professional documents.

Preferred experience (not critical if other transferable skills can be evidenced):

- Chairing public meetings.
- Working with rural communities
- Writing grant applications
- Writing business plans
- Supervising minor capital upgrades
- Creating marketing materials / working with websites and social media.

Contract arrangements.

- Freelance contract offered by the Glenkens Community and Arts Trust.
- £20/hour for 7.5 hours per week, 48 weeks a year, plus 6 network meetings a year @ 5 hours each (prep, delivery, follow-up).
- Flexible hours to suit successful applicant, but some evening working may be required to suit the management committees' timetables.
- Travel and expenses paid.
- Monthly reporting to the GCAT Executive Manager for deliverables as above.
- Use of CatStrand / Smiddy desk space and networks as required – otherwise home working.
- Use of an @catstrand.com email address.
- Own IT and transport required.

To apply

- Cover letter and CV to Helen Keron, GCAT Executive Manager, on helen@catstrand.com
- For more information, contact Helen.
- **Closing date 5pm Thursday 6th October**
- Interviews w/c 10th October.
- Contract to start as soon thereafter as possible.

This position is made possible by funding from the Blackcraig wind farm community benefit fund, administered through the Glenkens and District Trust and Foundation Scotland.