Glenkens Community & Arts Trust

Job Description:

Glenkens Hub Digital Editor

Overview

The Glenkens Community & Arts Trust has sourced funding to create the role of a **Glenkens Hub Digital Editor.** This role will manage the new digital arm of the Glenkens Gazette, called the Glenkens Hub.

This is a 2-year 8 hours/week freelance role, reporting to the GCAT Executive Manager as the client through the (freelance) Glenkens Gazette Editor. Also supported by the Gazette sub-committee.

Key deliverables

Ongoing

- Liaise closely with the Gazette Editor to ensure a consistent brand and tone across the Glenkens Gazette and Glenkens Hub.
- Being the single-point of contact for the community with respect to the Gazette Hub, and conveying the values of GCAT and the Glenkens Gazette at all times when in contact with the public in this role.
- Create and maintain new Glenkens Hub social media (SM) channels – Facebook, Twitter and Instagram in the first instance.
- Pro-actively maintain and optimise the operational Glenkens Hub website – search engine optimisation, broken links, updating, etc.
- Timely moderation of events/news/opportunities submitted by the community.
- Active engagement with community groups and organisations, supporting them in understanding the Hub and uploading their information.
- Transfer relevant Gazette articles onto either News or Resource section of the website as they are created.
- Scan the regional SM, internet and print media for areas of interest to Glenkens residents. Share relevant information to the Hub website and SM in an accessible style that includes local context. Examples would include upcoming consultations, roadworks, changes to benefits or services, etc
- Scan the local SM, internet and posters for news/events that are of interest to the Glenkens population. Share them on the website and Hub SM
- Pro-actively look for themes or areas that would benefit the economy or wellbeing of the Glenkens & district and create campaigns to suit e.g. #SmallBusinessSaturday.
- Attend sub-committee meetings and feed back to the Gazette Editor and sub-committee ideas for improvements/evolution of the Hub, particularly with respect to its ongoing funding sustainability.

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One-off duties

- Contribute to the beta testing of the new Gazette Hub website.
- Creation of guides for using the Hub for community creators.
- Transfer of Galloway Glens resources onto website.
- Transfer of Gazette archive local history/interest articles onto website

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.
- Willing and able to work flexibly in terms of location and hours to suit the requirements of the role, within the weekly time constraint.
- Aware that this is a new role and therefore will evolve over time
- Able to swiftly assimilate an awareness of what issues are important to people living in the Glenkens

Skillset

Essential

- Experience of using social media
- Excellent written and verbal communication skills
- Professional, motivated and able to deliver to a high standard against expectations with minimum supervision.

Desirable

- Experience of using SM on behalf of an organisation
- Experience of maintaining and updating a website
- Experience of SEO
- Experience of working in local journalism
- Existing knowledge of the Glenkens and district area
- Experience of working with communities on community projects

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Contract arrangements.

- Freelance contract offered by the Glenkens Community and Arts Trust.
- £15/hour for 8 hours per week, 48 weeks a year.
- 2 year contract, 4 weeks' notice on either side for early termination.
- Payment on invoice in monthly arrears.
- Flexible hours to suit successful applicant, mostly within the standard working week.
- Travel and expenses paid.
- Monthly reporting to the Gazette Editor and GCAT Executive Manager for deliverables as above.
- Use of CatStrand / Smiddy desk space and networks as required – otherwise home working.
- Own IT and transport required.

To apply

- Cover letter and CV to Sarah Ade, Gazette Editor, on glenkensgazette@hotmail.co.uk
- For more information, contact Sarah.
- **Closing date 5pm Sunday 18th December**
- Interviews w/c 19th December.
- Contract to start as soon after 9th January 2023 as possible, certainly by 1st February 2023.

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 and from the Galloway Glens Landscape Partnership Scheme.

GLENKENS & District Trust

Foundation Scotland

GALLOWAY GLENS Landscape Partnership