



POST: Community Development Officer: Creative Stirling

SALARY: £27,000 per annum

HOURS: 30 Hours per week [pro rata salary £20,250]

DURATION: FIXED TERM CONTRACT for one year [start date December 2019]

LOCATION: Creative Stirling Hub at 44 King Street, Stirling.

The Community Development Officer will be line managed by the Creative Stirling Director and will work closely with the Stirling Place Partnership Project Managers as part of the Creative Stirling operations and events programming team.

RESPONSIBLE FOR:

- Leading on the core community engagement aspect for the Creative Stirling Hub.
- Working strategically with current community contacts including local authority officers, third sector agencies, hub partners and stakeholders and other community groups to inform and deliver partnership community engagement projects that will be integral to the creative hub program.
- Identifying, engaging and developing new collaborative relationships with other organisations to support effective community engagement with the hub program within the wider local area.
- Working with the current and future hub project leads [Community Kitchen, Men's Shed, Stirling City Radio, Stirling Place Partnership, Made in Stirling, Square Peg Animations] to prioritise opportunities for grass roots community and harder to reach groups within the wider offer of the creative hub.
- Coordinating and supporting delivery of creative workshops and other artist led events for and with the community at the hub that support the charitable objects of Creative Stirling.
- Working with the Stirling Place Partnership Project Manager to establish and monitor KPIs and outcomes for the community engagement hub program and other projects delivered within the remit of the Stirling Place Partnership that fit within the remit of the role.
- Working closely with the Creative Stirling admin and events team, supporting promotion and delivery of the community program projects and events.
- Developing volunteer engagement with groups representing our disadvantaged communities in Stirling area.
- Gathering and compiling documentary evidence of community engagement activity for reporting purposes for funders and OSCR as required.
- Ensuring that facilities are presented as required for all community event needs, including set up and takedown in event spaces.
- Ensuring all Health and Safety procedures are adhered to in all spaces and for all community and other special interest group activities, workshops and events.
- Working with Creative Stirling admin to ensure all building policies and procedures including security, alarm systems and child protection are up to date and that staff are briefed accordingly.
- Ensuring those who facilitate and deliver workshops at the hub venue have the required PVG, licences and risk assessments in place before delivery of any venue-based activity.

ROLE OBJECTIVE: To focus on creative approaches to working with those hardest to engage across all our communities, to devise new projects and activities to promote the arts and culture to support an accessible range of creative learning opportunities at the creative hub, designed with the input of external third sector and other partners with relevant expertise as necessary. The main objective of the community development role will be to actively work with our local community; supporting local people to identify ways to engage on their terms, supporting young people and other special interest groups we work with, to develop their confidence, their skills, their civic awareness and their contribution to their community through new creative and culture led events and projects within our new creative hub space.

DEVELOPING PARTNERSHIPS: The Community Program Development Officer will lead on developing relationships with our community organisation partners and their role will involve engaging with other key partners and stakeholders for the hub, as required in the role. This will include working with Local Authority Officers and other charities responsible for specifically working with groups; e.g refugee groups, children who experience holiday hunger, young people from a care background, skills for young people who experience a lack of opportunity, mental health support groups. The role will be required to work with those leading other specific projects within the hub, e.g. The Community Kitchen, Transition Stirling, the Men's Shed, Forth Environment Link and other third sector partners.

Skills, knowledge and aptitudes;

- Knowledge of the creative and cultural sector; locally, nationally and internationally.
- Passionate about people and communities.
- An understanding of the value and benefits of the arts in social terms.
- A sense of humour and a really positive outlook on life.
- Influencing Skills, experience of collaborative and partnership working.
- Some experience of community engagement and arts project development and delivery
- Ability to work with multiple partners and stakeholders.
- Capacity and energy to juggle a busy, complex work load.
- Excellent organisational and interpersonal skills.
- Self-motivation, with the ability to prioritise and work alone.

This post is for graduate level applicants with at least three years relevant work experience. It requires a driving licence and knowledge of the local community/Stirling area. The salary is for fixed hours, but the role will require some flexibility in terms of occasional evenings, where time will be taken back in lieu of additional hours worked, over the 30 hours contracted.

Creative Stirling is a Scottish Charity and social enterprise currently based at 44 King Street, Stirling, combining social aims and business practice to deliver a program of activity to support the creative and wider community and cultural offer of Stirling. Our mission, based around People, Place and Partnerships, is to engage, connect and support our community and local creative talent and we do this through events and projects, working with partners from other sectors.

Creative Stirling Project Manage the Stirling Place Partnership and as one of the Stirling Culture Partners. We are committed to producing a program of activity to have positive impact on our local community, connecting with tech, culture, business, education and heritage sectors with a view to enabling those who are least advantaged for whatever reason, to access opportunity creative skills development, knowledge exchange, digital learning and providing local creative talent with opportunities to work. This is a one year contracted post.

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Creative Stirling is registered in Scotland as a Charitable Company Limited by Guarantee No. SC422807 and a Registered Charity No. SC046431