



HIGHLAND CULTURE COLLECTIVE

JOB DESCRIPTION

Project Manager

Highland Culture Collective is
supported by



ALBA | CHRUTHACHAIL

JOB DESCRIPTION

Title of post Project Manager

Accountable to Chief Executive, Fèis Rois

Hours Full-time (35 hours per week) including evenings and weekends when required

Location Fèis Rois office at 16/17 High Street, Dingwall, IV15 9RU and/or home working

Salary £27,000 - £30,000 annual salary depending on experience

Holidays 25 days plus 10 public holidays per year

Pension You will be auto enrolled into the Fèis Rois pension scheme. You will contribute 5% of your salary and Fèis Rois will contribute 3%

Term This is a fixed term contract for 15 months from 1st July 2021 to 30th September 2022.

ABOUT HIGHLAND CULTURE COLLECTIVE

Highland Culture Collective is part of a national pilot programme which will establish a network of creative practitioners, organisations and communities, working together to create a positive difference locally and nationally in response to COVID-19.

Fèis Rois, Highland Third Sector Interface, Eden Court, Highland Print Studio, Lyth Arts Centre and North Lands Creative are the organisations that have come together to set up a consortium to manage Highland Culture Collective.

Highland Culture Collective will respond to the impact of the pandemic on the environment and on the following communities of people across the region:

- Older people, their families and carers
- Women, children and young people affected by domestic abuse
- Those affected by the justice system, including offenders, those at risk of offending, and those with a family member in prison
- Gaelic learners who have struggled with language acquisition over the past year, e.g. children and young people who attend GME but who do not have Gaelic at home.

In addition to this Project Manager post, Highland Culture Collective is also advertising for 5 full-time Artists in Residence.

HIGHLAND CULTURE COLLECTIVE



ABOUT FÈIS ROIS

Founded in 1986, Fèis Rois is one of Scotland's leading traditional arts organisations. A small organisation with a big impact, Fèis Rois creates transformative opportunities for people of all ages to celebrate and engage with traditional music and the Gaelic language. Our vision is to promote excellence and encourage participation in all aspects of the traditional arts, including supporting creativity, innovation and contemporary practice in Ross & Cromarty, Scotland and beyond.

PRIMARY PURPOSE OF THE PROJECT MANAGER ROLE

To project manage all Highland Culture Collective activity in line with the objectives set by the management consortium and the wider Creative Scotland Culture Collective initiative.

RESPONSIBILITIES

- Managing the overall project budget, including authorising invoices and monitoring the day-to-day project spend
- Arranging monthly consortium meetings, circulating agendas, taking minutes and following up actions
- Providing on-going support to Artists in Residence and community partners
- Ensuring safeguarding procedures are in place and that all activity is appropriately risk assessed
- Organising CPD and training for Artists in Residence
- Co-ordinating and attending regular meetings between Artists in Residence, project partners, community organisations and other stakeholders
- Promoting the project across the Highlands, including setting up new social media accounts for the project
- Connecting with other local Culture Collective projects in the Highlands and across Scotland
- Ensuring all data collected for the project meets Creative Scotland's requirements
- Acting as lead Highland Culture Collective contact for Creative Scotland
- Actively participating in the national Culture Collective network

This job description should not be considered an exhaustive list of duties, and other tasks not included above may arise, which the post holder will be expected to fulfil. These additional duties will be determined by circumstances and be as and when required.

HIGHLAND CULTURE
COLLECTIVE



ESSENTIAL SKILLS AND EXPERIENCE

- At least five years of project management experience
- Strong project management skills
- Experience of managing multiple priorities and being able to work within tight deadlines whilst ensuring attention to detail
- Excellent communication skills – the ability to liaise effectively with a wide range of people
- Good IT skills and confidence in using all Microsoft Office packages as well as Slack
- An ability to work as part of a small team and build relationships with communities, colleagues, external partners and stakeholders
- A full, clean and current driving license
- Ability to successfully negotiate differing opinions and manage expectations

DESIRABLE SKILLS AND EXPERIENCE

- Degree educated in a relevant discipline
- Previous experience of working in a similar role in the arts / third sector
- Working knowledge or fluency in the Gaelic language

PERSONAL QUALITIES

We are looking for someone who is:

- Analytical and a problem solver
- A strategic thinker
- Approachable and empathetic
- Flexible and adaptable
- A team player

PVG

The successful candidate will be required to complete an Enhanced PVG application with Disclosure Scotland.

HIGHLAND CULTURE
COLLECTIVE



HOW TO APPLY

Please send your CV and 2 x A4 sides maximum outlining why you would like to take up this role, and what relevant experience you can bring to the Highland Culture Collective, to :

fios@feisrois.org

no later than

5pm on Monday 31st May 2021

Please also complete this:

online equalities monitoring form

**HIGHLAND CULTURE
COLLECTIVE**



Highland Culture Collective is supported by



ALBA | CHRUTHACHAIL

