



THE DINGWALL
COLLECTIVE:

CREATIVE COMMUNITY CONNECTIONS

Project Manager

ABOUT THE DINGWALL COLLECTIVE: CREATIVE COMMUNITY CONNECTIONS

The Dingwall Collective is part of Culture Collective, a national network of participatory arts projects, shaped by local communities alongside artists and creative organisations. Funded by Scottish Government through Creative Scotland, these projects will take place across Scotland from April 2026 onwards.

Each unique project is designed and driven by the community in which it is rooted, playing an important part in shaping the future cultural life of Scotland. For the projects themselves, Culture Collective provides a national network: opportunities to share resources, learning and experiences. For the sector as a whole, Culture Collective shines a light on the crucial importance of participatory arts projects for artists, for communities and for the future.

The Dingwall Collective is a place-based creative project jointly hosted by Fèis Rois, Moniack Mhor and the Cromarty Firth Watershed Environment Trust. Rooted in Dingwall and reaching the wider Seaforth area, it brings together partners to deliver an ambitious cultural programme that empowers local people to shape their cultural life in line with the Dingwall Area Place Plan. The project coincides with two major milestones in 2026: the 40th anniversary of Fèis Rois and the 800th anniversary of Dingwall becoming a Royal Burgh.

Based at the newly revitalised Robertson House, the project will appoint three full-time artists-in-residence, including a musician, a writer and an environmental artist, to work collaboratively with local communities. Through workshops, mentoring and co-created activity, the programme will support creative placemaking, strengthen community capacity and develop new partnerships, building on Fèis Rois' long-standing commitment to cultural engagement and collaboration.

JOB DESCRIPTION

Title of post:

Project Manager

Accountable to:

Chief Executive, Fèis Rois

Hours:

Full-time, including evenings and weekends when required. Please note that Fèis Rois operates a 4-day week and considers 28 hours per week to be full-time.

Location:

Fèis Rois office at Robertson House, Greenhill Street, Dingwall

Salary:

£30,000 - £35,000 per annum depending on experience

Holidays:

28 days inclusive of public holiday allowance

Pension:

You will contribute 5% of your salary and Fèis Rois will contribute 5%

Term:

This is a fixed term contract for 18 months with a total salary of £45,000 - £52,500 over the 18 month period, Depending on experience.

ABOUT FÈIS ROIS

The Dingwall Collective is jointly hosted by Fèis Rois, Moniack Mhor and the Cromarty Firth Watershed Environment Trust. However, for the purposes of the funder, Fèis Rois is the lead organisation and is the charity in receipt of the grant that will support this new project.

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 engage with traditional music and the Gaelic language. Fèis Rois has previously led on a number of large-scale multi art form projects, including a previous Culture Collective project in 2022/23.





PRIMARY PURPOSE OF THE PROJECT MANAGER ROLE

To project manage all aspects of Dingwall Collective activity, with support from the partner organisations and the national Culture Collective network. To provide production support to the team of Artists-in-Residence.

RESPONSIBILITIES

- Managing the overall project budget, including authorising invoices and monitoring the day-to-day project spend
- Arranging regular project update meetings with partner organisations, including circulating agendas, taking minutes and following up actions
- Co-ordinating and attending regular meetings between Artists in Residence, project partners, community organisations and other stakeholders
- 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
- 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 contact for the project with 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.

ESSENTIAL SKILLS AND EXPERIENCE

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

DESIRABLE SKILLS AND EXPERIENCE

- Degree educated in a relevant discipline
- Previous experience of working in a similar role in the arts
- 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

PROTECTION OF VULNERABLE GROUPS (PVG)

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

RECRUITMENT SCHEDULE

Friday 22 May 2026	Applications open
Friday 12 June 2026	Deadline for applications
Monday 15 June 2026	All applicants advised as to whether or not they have been selected for interview
Wednesday 17 June 2026	Interviews take place in Robertson House, Dingwall
Friday 19 June 2026	Interviewed applicants are notified of the outcome of their application
Monday 3 August 2026	Successful candidate in post*

**Depending on any notice period the successful candidate is required to give in their existing employment, we can be flexible about the start date and it can be earlier or later than this proposed start date.*



INCLUSION, DIVERSITY, EQUALITY AND ACCESS

Fèis Rois is committed to creating a positive and inclusive environment where everyone feels respected and valued. We are an inclusive organisation and believe our work will be stronger with greater diversity and, as such, we welcome applications from those who bring a difference to our team.

We welcome the whole person to work, and understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do.

We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic backgrounds, disabled candidates, LGBTQI++ and/or those from a low socio-economic background or requiring flexible working arrangements.

If you have any questions about our working environment, please get in touch.

If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage.

Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.



HOW TO APPLY

If you would like to arrange an informal and confidential conversation about this opportunity, please contact Fiona Dalgetty (fiona.dalgetty@feisrois.org).

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 post, to fios@feisrois.org no later than 5pm on Friday 12 June 2026.

We will only request references from shortlisted candidates.

The information you supply in your application is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process except in using anonymised data for the purposes of monitoring and reporting.

