



## Job Description

Job Title:	<b><u>Fèis Bharraigh @ 40 Co-ordinator</u></b>
Responsible to:	<b>Fèis Bharraigh</b>
Duration of Post:	18 months on a self-employed basis
Hours of Work:	(TBC 15 hours per week)
Salary:	(TBC £15 - £18 per hr)
Work Base:	Flexible: Option for work at home or office

Fèis Bharraigh is a Scottish Gaelic language organisation promoting literature, music, drama & culture on the islands of Barra & Vatersay.

## Overall Purpose of the Job

To co-ordinate the implementation of the 40<sup>th</sup> Fèis Bharraigh celebrations which will bring young people and the wider community together whilst ensuring these initiatives support agreed outcomes and milestones.

## There are two functions involved with this post:

FUNCTION 1: The Feis@40 Co-ordinator will plan, deliver and undertake all aspects of the events Plan associated with the 40<sup>th</sup> Fèis celebrations. Reporting to the nominated Trustees, the post will broadly include, scoping out and working up a programme of events to meet agreed milestones, liaison with organisations and managing a variety of associated initiatives, press and publicity.

FUNCTION 2: Develop a 10 year plan in consultation with users, other Fèis movements, the community and to bring about a relevant and sustainable Fèis Bharraigh. The plan will benefit young people and the wider community by encouraging lifelong learning and partnership building and define direction for the long term.

## The Candidate:

The ideal candidate will be fluent in Gaelic, well organised and have events delivery experience and an interest in and/or experience of the Fèis movement. Importantly the candidate will have responsibility for delivery therefore it requires "all round people skills" to make events happen. For this, they should have the skills to be able to work with a diverse range of people many of whom are volunteers and be able to inspire them to join in delivery of the events; also, team working ethics and good communication skills are essential.

Being organised and understanding the need to keep records in order will be a necessity. It is desirable that the candidate has experience of Microsoft packages and hands on experience of managing social media. Essential to the post will be the ability to scope out and budget for events and opportunities. An ability to be flexible and innovative but always realistic is required. An understanding of basic finance (using Excel) is desirable as the Co-ordinator will be required to ensure the project is delivered within budget.

**Applications must be submitted by 5pm, Friday 20 December 2019 to [feisbharraigh@gmail.com](mailto:feisbharraigh@gmail.com)**

## PERSON SPECIFICATION

Job Title: Fèis Bharraigh @ 40 Co-ordinator

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>◆ A good standard of formal education</li> </ul>	<ul style="list-style-type: none"> <li>◆ Full, Clean Driving License, own transport, insured for business use</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>◆ A record of working at voluntary and/or community level.</li> <li>◆ An open and inclusive operational attitude.</li> <li>◆ Experience of remote working, utilising communication technologies and other practices in place of face to face communication and an office environment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of the Fèis movement as a Student, volunteer or tutor</li> <li>◆ Worked as part of geographically widespread network</li> <li>◆ Experience in the preparation of innovative approaches to entrenched problems.</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>◆ If a Gaelic Learner, an interest in the language, positive attitude and willingness to learn</li> <li>◆ Experience of traditional Scottish Arts and Gaelic culture</li> <li>◆ Experience of delivering events and/or community based projects in a voluntary and/or paid capacity</li> <li>◆ Experience of funding applications</li> <li>◆ Good interpersonal skills; able to influence and motivate others</li> <li>◆ Good presentational and written communication skills, including formal papers and reports</li> <li>◆ Well organised with strong self-discipline to work remotely and effectively in absence of close management</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to communicate in Gaelic fluently</li> <li>◆ Knowledge of project funding sources &amp; application processes</li> <li>◆ Knowledge of the roles and structures of organisations engaged in Gaelic arts and culture</li> <li>◆ Practical experience of the realities of community life in relation to Gaelic culture and traditional Scottish arts</li> <li>◆ Ability to speak Gaelic</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>◆ Experience of marketing media strategy, including social media, printed brochure production/distribution</li> <li>◆ Good computer competence (Word, Excel, Web, email, PowerPoint)</li> <li>◆ Comfortable with remote working communications technologies and practices</li> </ul>	<ul style="list-style-type: none"> <li>◆ More advanced ICT skills including social media, Web site design and maintenance</li> <li>◆ Adept at telephone &amp; video conferencing</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>◆ Able to be based in the community of Barra &amp; Vatersay</li> <li>◆ Flexibility for travel</li> <li>◆ Strong motivation and enthusiasm for the post and the role</li> <li>◆ Ability to attend evening meetings</li> <li>◆ Ability to attend evening and weekend events</li> <li>◆ Early start date</li> <li>◆ Ability to attend regular planning meetings with key trustees.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to establish contacts within the Traditional Scottish arts circles and relevant agencies</li> </ul>