

Role: Community Engagement Activator

Hours: Flexible but typically equivalent to two days per week

Location: A mixture of home-working and on-site at Midsteeple Quarter, Dumfries, when appropriate

Pay: £12,000pa

Basis: Freelance

Contract length: Two years

Help us to #reclaimthehighstreet

Midsteeple Quarter exists thanks to the vision and determination of the people of Dumfries. Involving townsfolk in all that we do is a pivotal part of our mission.

That makes community engagement a really important part of what we do. And we are looking to work with a real “people” person or organisation who can help us unlock new relationships in our town and welcome people to our buildings while playing an important part in our team to devise and deliver a creative and engaging programme of activities.

We are seeking someone to become the face of our community engagement programme - someone who would become recognised in our town; someone who is comfortable dealing with people from all backgrounds and can encourage them to become involved in or work, taking the lead role in organising all kinds of events, whether with schools, other community groups, businesses arts organisations.

About Midsteeple Quarter

Midsteeple Quarter (MSQ) is an ambitious community-led project which is attracting keen national interest as townsfolk in Dumfries take control of their own destiny to create a stronger, more sustainable and successful future. Residents are buying back their High Street, through a trailblazing programme of community ownership, which has already seen the community purchase a number of vacant buildings. There are exciting plans to redevelop and rejuvenate the sites as a contemporary living, working, socialising, learning and enterprising quarter in the heart of the town.

The community is at the core of all we do. It's their support which has brought us to where we are - and it's their future which we will make fairer and better through our endeavours.

Responsibilities and duties

Whether in-person, via social media or other communications you will be expected to enthusiastically and proactively promote community engagement and increase participation in MSQ opportunities by building long-lasting relationships with a variety of stakeholders.

You will be expected to:

- Help organise and deliver our community engagement programme, working with our team to ensure this ties in with a holistic approach to strategic communications and engagement.
- Be part of the community and work with the project team and Board members to develop creative ways to engage the people of Dumfries as we develop, refurbish and bring new users to our properties - maintaining and developing relationships.
- Be an approachable and engaging front-person for MSQ's community work.
- Work with our key target groups - including attracting participation from people experiencing disadvantage and/or inequality using targeted approaches to identify and remove barriers to participation, including "meanwhile" uses of MSQ buildings.
- Work directly with community groups and partners including local businesses, schools, creative practitioners and third sector projects to identify and support potential participants and opportunities. This includes speaking at - and taking part in - meetings and events.
- Support the Executive Director to develop and enhance corporate and other stakeholder links, including organising meetings.
- Take day-to-day responsibility for updates to MSQ's social media and in standard updates to its website, with strategic support from our communications contractor.
- Work in tandem with our communications contractor to develop events, initiatives and communications which both engage MSQ's members and directors and help promote interest.
- Ensure comprehensive documentation, monitoring and reporting of all activities.

Salary & Benefits

- The programme has received support from the Esmée Fairbairn Foundation until April 2024. Pay will be £12,000 per year for two days per week as a self-employed freelance contractor.

This post is open to both direct applications from individuals and tender applications from organisations.

MIDSTEEPLE

QUARTER

LET'S TAKE IT TO THE STREET

To apply, we require:

- A CV / company profile – maximum two pages.
- Why are you interested in this position? Maximum of 300 words.
- A brief description of two recent projects / activities which demonstrate how you meet the requirements of the post.
- Two referees.

Please apply by email to info@midsteeplequarter.org no later than 5pm on Friday 20th May. Please email the same address to arrange an informal chat about the role.