

Role:	Community Engagement Worker
Hours:	Flexible but equivalent to 2.5 days per week
Pay:	£24,000 pro-rata full time salary
Contract length:	Three years

Job Summary

Midsteeple Quarter (MSQ) is an ambitious community-led project for the town of Dumfries to buy back its High Street and for local people to lead on developing a contemporary living, working, socialising, learning and enterprising quarter in the heart of the town.

We are looking for a Community Engagement Worker to lead our new Creative Community Engagement Programme. You will be joining a highly motivated and experienced team which is planning to expand over the coming year and be part of one of the most exciting community regeneration projects in Scotland.

Initially working from home, but potentially from an office and on site in central Dumfries, our community engagement worker will join our small but expanding project team.

Responsibilities and Duties

You will be expected to promote community engagement and increase participation in MSQ opportunities by building long lasting relationships with a variety of stakeholders.

There are two key elements to the role:

- organising events and activities which attract people into MSQ, bringing the High Street alive and animating our buildings.
- gathering intelligence through needs assessments and consultations to influence local decision making.

You will be expected:

To lead on the delivery of our Community Engagement Programme and support the involvement of the wider MSQ team, board, members and project/community partners.

To oversee our engagement budget to commission and develop creative ways for the community of Dumfries to engage with MSQ as we redevelop, refurbish and bring new users to our properties.

To attract participation from people experiencing disadvantage and/or inequality using targeted approaches to identify and remove barriers to participation.

To work directly with community groups and partners including local businesses, creative practitioners and third sector projects to identify and support potential participants and opportunities.

To maintain and build on existing relationships with partners as well as seeking and developing new partnerships and relationships across communities in Dumfries.

To support those who have an idea for social change and are looking to involve others in making that idea happen using the MSQ meanwhile spaces and engagement budget.

To develop and increase MSQ's membership through consultation, surveys and new initiatives e.g. reward schemes.

To work with the MSQ project team and the Communications, Membership and Community sub-group to ensure learning is incorporated into subsequent activities.

To ensure comprehensive documentation, monitoring and reporting of all activities.

To work closely with our communications lead, administrator/co-ordinator and MSQ Manager and under the governance and oversight of our community-led

Board of Directors and in particular our communications, membership and community group.

Qualifications and Skills

Area	Essential	Desirable
Qualifications		
Community Learning & Development / Community Arts		√
Experience		
Design, project management & delivery of community engagement projects (i.e. logistics, budget, client liaison, evaluation, etc.)	√	
Working with community organisations / volunteers	√	
Analysing information gathered from consultations & needs analysis and summarising results	√	
Organising workshops and events for a wide cross section of people	√	
Regeneration and Social Enterprise projects		√
Knowledge		
How Equalities, Diversity and Inclusion underpin successful community engagement activities	√	
An understanding of geographical and thematic communities in Dumfries and the issues people face		√
Awareness of appropriate community engagement methods and techniques for different situations	√	
An understanding of good practice in Community Engagement e.g. National Standards.		√
Skills and Abilities		
Excellent communication, influencing, motivational and negotiation skills	√	
Group work and facilitation skills	√	
Ability to work effectively with a range of stakeholders	√	
Attitude		

Well organised and self-reliant, able to work independently and in a small team	√	
Willing to work a significant number of unsocial hours in the evenings and at weekends (TOIL system is in operation)	√	
Helpful, positive, enthusiastic, with a can-do attitude	√	
Other		
Willingness to undertake PVG scheme membership	√	

Salary & Benefits

The programme has received support from the Esmée Fairbairn Foundation for 3 years from Spring 2021. Pay will be £12,000 per year for 2.5 days per week as a self-employed freelance contractor.

Flexible hours and holiday.

Support for both home or office-based working.

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

How to apply

We require:

- A CV / company profile – maximum 2 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 21st May.