

the stove network

JOB DESCRIPTION - Community & Membership Liaison Officer

Reporting To:	Project Manager
Hours of Work :	35 hours per week. Occasional evening and weekend work. Start date of 1 st April 2020.
Salary:	£20,000 pro rata. This is a fixed term contract for 12 months (dependent on a 3 month probationary period). There is also the opportunity to extend the contract from April 2021 to March 2022 as a PT position at 28 hours per week at £20,000 pro rata.



Overview of Role

The Stove Network uses creativity in all its forms to encourage people to get involved in making their community a better place. The Stove helps people to learn new skills, bring new ideas to life, have their voices heard and play an active part in shaping a new future.

We're experiencing a big increase in community activity in Dumfries. In the past year, **51** different local individuals and groups (and **3** national groups) have delivered **378** events/workshops/activities in our building, with our support. We were

also approached by many other groups and individuals who wanted to run events at The Stove but we just didn't have the capacity to meet all these needs.

The core role of the Community and Membership Liaison Officer is to help us to connect up: 1) the way we work together as a team, 2) the Stove membership and 3) local groups and individuals who want to use The Stove to better reach their own communities.

The Community & Membership Liaison worker will help The Stove become even more rooted in our community making us easier to access, transparent and trusted. They will also play a key role as a connector within The Stove team.

Key Tasks & Responsibilities

As a small and ever-shifting organisation, this job description is not exhaustive and is liable to change as the role develops in consultation between the post holder, the network and the team.

Key Tasks

- With the Company Secretary and Communications Manager, develop and deliver a communications strategy for The Stove Membership.
- Deliver an in-depth survey of The Stove Network membership and partnerships.
- Assist the Project Manager in delivery of the Open Source project (see below).
- Help set up and maintain a system of regular communication about shared capacity and opportunities within our network and wider partnerships.

Regular Tasks

- Front of house - responding to enquiries from the public, including regular community engagement and information sharing in our café area.
- Help to raise public awareness of community issues and encourage local people to get involved.
- Feed members' news into our regular communications.
- Coordinate space and events bookings.
- Assist with administration and day to day running of 100 High Street building.
- Support diary planning and project delivery.
- Minute bi-monthly board meetings and assist in delivering our AGM and other membership events.
- Assist wider team in developing new partnership relationships – particularly across different sectors.
- Attend conferences, networking.

Person Specification

Essential

It is essential that applicants can evidence the ability to make and maintain connections with a community (community of interest and/or geographic community) and an interest and understanding of the relevant social issues affecting a town/area like Dumfries and the wider region. They will also have had

paid or voluntary work experience in a related or transferable area of work e.g. community development, community arts work or community advocacy.

- A friendly and open manner
- Skilled in engaging, motivating and supporting community participants from diverse backgrounds
- Excellent communication skills - verbal, written, online
- Community focused with a strong commitment to equal opportunities, and social inclusion
- Excellent administrative and organisational skills
- Solid IT skills, particularly Excel, Word, Mailchimp, Social Media
- Ability to prioritise your workload and work on your own initiative
- Good listening skills
- Good advocacy and networking skills
- Ability to work some evening/weekend hours
- Ability to occasionally travel away from Dumfries
- Ability to relate to and work well with a wide cross section of society

Desirable

- Experience of working within an arts organisation
- Interest in socially engaged arts
- Experience of equalities, diversity and inclusion, reaching out to discrete communities
- Clean driving licence
- Environmentally-aware/green ethos
- Experience of managing volunteers
- Good network of contacts in relevant sectors

This post may include regulated work with children and/or protected adults under Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to obtain a Protection of Vulnerable Groups (PVG) Scheme Record Disclosure. If you think that this may be a barrier, please contact ailsa@thestove.org to chat about it.

Management, Team Working and Reporting

- The Community Liaison would be line managed by The Stove's Projects Manager. Initial support and supervision sessions will be monthly for the first three months, moving to quarterly.
- You will share an office with the Project Manager, Head of Programming and our Communications Manager.
- The Operations Manager and Project Manager will provide a full induction on existing project management tools and will be on hand to provide guidance on project and financial management, evaluation, membership, etc.
- You will be asked to attend occasional Curatorial Team meetings to help connect the development of activity across programming
- There are dedicated part-time Marketing, Social Media, Systems staff who will support you in event marketing, communications and IT systems.
- Dedicated general administrative support is not allocated to this role. The Community Liaison is expected to undertake most of their own admin with some support from other team members by negotiation.

Open Source Project

The Open Source pilot project will be delivered within the community of Dumfries over 12 months from July 2020:

1. 2 emerging community organisations will be supported through a **Changemaker** programme of mentoring, professional development and support in delivering events.
2. 2 people supported with training and skills development as **Community Event Producers**.
3. Groups/individuals applying for **Ignition Fund** support to run events at The Stove - receiving support in all aspects of producing and delivering their event.