

the stove network

JOB DESCRIPTION - Community & Membership Liaison

Reporting To:	Project Manager
Hours of Work :	35 hours per week. Occasional evening and weekend work. Start date of 1 st April 2021.
Salary:	£20,000 pro rata. This is a fixed term contract for 12 months (dependent on a 3 month probationary period).



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.

The core role of the Community and Membership Liaison is to be a friendly, informed and effective link to our membership and a first point for contact for the wider community. In particular this role will manage communications with Stove membership, manage volunteering at The Stove, be part of how we offer and

support opportunities for the wider community and support Stove projects in an administrative capacity.

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

- Front of house - responding to enquiries from the public, including regular community engagement and information sharing in our café area (once Covid guidelines allow).
- Manage the Volunteering system at The Stove.
- Assist in the delivery of the Open Source project (see below).
- Lead on communications with Stove members – supporting pathways for members to be part of decision-making at The Stove and feeding the needs and aspirations of members into Stove activities
- Contribute to the development of Stove project evaluation processes relevant to the local community, equalities, access and diversity

Regular Tasks

- Compose and send out fortnightly members newsletter and feed members' news into our regular communications.
- Attend weekly full-team Monday meeting.
- Support project delivery in an administrative capacity.
- Minute bi-monthly board meetings and assist in delivering our AGM and other membership events.
- Support the Artistic Director in convening the Programme & Engagement subgroup
- Gather and collate project monitoring from Project Leads

Regular Tasks - dependent on Covid Guidelines

- Coordinate space and events bookings.
- Assist with administration and day to day running of 100 High Street building.
- 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 graham@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.
- The Project Manager will provide a full induction on existing project management tools and will be on hand to provide guidance.
- 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 during 2021:

1. 2 emerging community organisations will be supported through a **Changemaker** programme of mentoring, professional development and support in delivering events.

2. Groups/individuals applying for **Ignition Fund** support to run events at The Stove - receiving support in all aspects of producing and delivering their event.