

# GRANTOWN INITIATIVE

## Development Officer



The Grantown Initiative is looking to engage someone on a self-employed basis (or two people), to assist with the administrative function of the charity, particularly with regard to the coordination and planning for the key events and green initiatives that the GI delivers each year.

### **Contract Details**

Start Date: November 2021

Length: Until end March 2022 (initially)

Hours: approx. 60 hours per month

Rate: £25 per hour

Basis: Self-employed - the person(s) appointed will be responsible for all their Income Tax, National Insurance and any other taxes and charges relative to fees paid.

### **Grantown Initiative**

Grantown Initiative (GI) is a not-for-profit community development company, which exists to benefit the residents and businesses of Grantown on Spey and surrounding area. It is set up with a Board of Directors and various sub committees. Amongst other objectives, the GI aims to support community events in the town such as the Winter Festivities: Grantown Does Christmas; Winter Lights; Torchlight Parade and Hogmanay; as well as Thunder in the Glens (Grantown) in August. These events are run by local volunteers.

The successful applicant will be responsible for ensuring all administrative arrangements are in place for these events, with more time required during November and December to support the festive event season. At the end of March, the applicant will have opportunity to present a proposal for continuing the role in a way that earns funds to pay for their work.

The GI will remain responsible for ensuring funding is in place to deliver the events. It will also provide ongoing support to the successful applicant to ensure all events are organised and managed successfully.

### **Duties and Responsibilities:**

#### **Working closely with event leaders, the successful applicant will:**

- Ensure all arrangements are in place in order that community events run smoothly including Licenses, Insurance, COVID restrictions and procedures and Local Authority Permissions such as Food Hygiene, Environmental Health and the Highway Authority (Temporary Traffic Restriction Orders)  
(Note: The GI will be responsible for any costs associated with the above)
- Ensure all relevant risk assessments have been completed including Fire Safety, COVID Related Risks, Working at Heights, Electrical, General Health and Safety (including the public) and any other risks associated with specific events
- Prepare budgets, raise invoices and collect payments

- Work with suppliers to deliver events
- Promote events to the community and visitors
- Suggest green initiatives that could be promoted during the events, or could be considered for future events
- Advertise for stallholders and manage their presence
- Manage the inventory of assets stored in the GI's container
- Liaise with relevant authorities and emergency services as appropriate including:
  - Highland Council
  - Police Scotland
  - Scottish Fire and Rescue Service
- Carry out other administrative duties as required by the GI and its sub-committees in the fulfilment of its projects
- Attend periodic GI Board meetings to discuss issues and report on progress

## **ROLE REQUIREMENTS**

### Essential

- Event and/or Project Management experience
- Strong organisation and time management skills, including the ability to work on own initiative, to multi-task and to prioritise tasks to meet deadlines
- Excellent communication skills to be able to liaise with and present information to the GI Board and partners
- Excellent computer skills including a very good command of MS Office.
- Familiar with and good working knowledge of key social media platforms, including Facebook, Twitter and Instagram

### Desirable

- Knowledge of Grantown and awareness of the various Grantown on Spey organisations and interests
- Experience of identifying funding sources and fundraising activity to enable continuing work.

The successful applicant will be engaged following successful interview and ideally should be available to start mid November 2021.

## **APPLICATIONS**

If you are interested or would like further information, please contact GI by email on [info@grantownonline.com](mailto:info@grantownonline.com) or by calling 07747 626138

Your application should include how you will meet each specific requirement listed above and how these could be applied to deliver the stated objectives of the role.

Please send your application by email to **[info@grantownonline.com](mailto:info@grantownonline.com)**

**Closing date for applications is 12 noon on Friday 5<sup>th</sup> November 2021**

The successful applicant will be notified within a week.