

THE FURNITURE PROJECT (STRANRAER) LTD

JOB DESCRIPTION

Job Title:	Events Organiser	Location:	Stranraer
Post Duration:	12 Months	Responsible To:	Scottish Week Committee
Rates:	£9.50 per hour	Reporting To:	Scottish Week Committee
Hours:	14 hours per week	Responsible For:	n/a

Job Purpose: To work with the committee to develop the various activities that collectively make up Stranraer Scottish Week and associated activities. Working with businesses, community groups and individuals to set up each of the activities in a safe and hazard free way so all members of the community can enjoy participating in the events over the course of the week.

Job Activities

1. To work with the Stranraer Scottish Week Committee to develop, organise and deliver the activities.
2. To arrange the marketing, using traditional and social media for each of the events.
3. To efficiently and effectively deliver the activities according to the aims and objectives as set out by the Committee.
4. To provide advice and information to volunteers and service users
5. To recruit and support volunteers and establish their role within the project.
6. To assist the Committee to implement policies and procedures and ensure operational adherence.
7. To prepare and present an informative written and statistical evaluative report to the Committee at their meetings to raise.
8. To facilitate an end of event evaluation of the activities and report the findings to the Committee.



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for Voluntary Service

The MBE for volunteer groups

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9. To manage budgets effectively.
10. To monitor and report on funding applications to funding organisations.
11. To maintain effective lines of open communication with private, statutory and voluntary organisations to create the scope for partnership working.
12. To carry out developmental work and maintain contact with relevant agencies regarding the furtherance of the event.
13. Any other duties commensurate with the level and nature of the post as detailed by the Board of Directors.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social business aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the various company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to adoption.

To enable the Stranraer Scottish Week get the right person for the post, this will be open to any candidate to work flexibly from home or on a commissioned basis.