



Job Title: Strathyre Spring Festival: Events Project Manager.

Term: Fixed Term 4-month contract (December 2021 to March 2022), with potential to extend to 6-months.

Hours: 15 hours per week

Salary: £18p/h (£35,100 pro-rata).

Deadline: November 26th, 2021.

Job Summary

An exciting opportunity to work in the beautiful Loch Lomond and Trossachs National Park. You will be employed by Balquhidder, Lochearnhead and Strathyre Community Trust (BLS Community Trust) to plan, manage, and deliver our new Spring Festival in April 2022, celebrating local music, food, arts, and crafts.

You will work closely with the BLS Community Trust and Balvaig Music Group, who ran the former Strathyre Music Festival, to create a weekend of great music, food, drink, and importantly, fun, which will attract people from across the National Park and beyond. Your line manager will be the BLS Community Trust's Development Officer, and you will also report to the Community Trust's Board of Trustees.

Key Roles and Responsibilities

- To work with the BLS Community Trust and Balvaig Music Group to gather ideas for the festival.
- To produce a project proposal, costings, and event funding plan outlining the festival framework and how it will be financed.
- To secure funding for the delivery of the festival.
- To procure acts, artists, food producers, lighting, sound, stalls/accommodation etc.
- To make sure all permissions, health and safety, and wellbeing measures are met, including security, first aid, toilets, all licenses.
- To work with local accommodation providers to make sure there is adequate accommodation and explore alternatives.
- Promotion of the festival through various means including website, social media, and traditional methods.
- To produce a manual or checklist of what would be involved for the organising of future festival events.
- That the festival is delivered to the highest standards.

Essential Skills and Abilities

- Experience of planning, managing, and delivering a variety of events.
- Practical experience in fundraising and securing funding from a wide range of sources.
- High standard of written and verbal communication skills, including report writing



- Good IT skills, including working with Microsoft Office programmes (Excel, Word, Outlook, Teams), and working with the Cloud (Dropbox).
- Good communication, negotiation, and people skills.
- Experienced in event promotion.
- Positive attitude, enthusiasm, and 'drive'.
- Self-motivating and organised with the ability to work under own initiative and as part of a team.
- Patience, persistence, and determination to see things through to a conclusion.
- The ability to work alone for extended periods.
- Availability to work evenings and occasional weekends (to form part of the contracted hours).
- Own transport and willingness to travel within Scotland when necessary.
- Ability to work from home is essential.

Desirable Skills and Abilities

1. Education to degree level or equivalent preferred.
2. Experience working in events management in a rural and/or community context.
3. Budget management skills.
4. Experience working with community groups and/or volunteers.

If you are interested in the post:

Please either download the application from our website

<https://www.blsccommunitytrust.org.uk/home>, or contact our Development Officer, Kelly Clapperton, who will send you an application on request, by emailing blsctmail@gmail.com

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