

Creative Communities Intern

Job Title	Creative Communities Intern
Start Date	February 2024
Reports To	Fund Manager
Fund	Creative Communities Glasgow
Location	Office based. Option to request flexible working. This role is likely to involve regular travel within Glasgow for events and project visits and occasional visits to the Edinburgh office.
Contracted hours	14 hours per week (0.4FTE).
Duration	Fixed term until 31 st March 2025
Salary and benefits	<p>£12 per hour (UK Real Living Wage)</p> <p>9.25% employer pension contribution, benefits package</p> <p>29 days annual leave plus 8 days public holiday (pro-rata for part-time hours).</p> <p>Private medical insurance with option to add family members at own cost.</p> <p>Cycle to work scheme.</p> <p>Inspiring Scotland is equal opportunities employer and as committed participant in Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.</p>
How to apply	<p>Closing date is 28th January 2024. Interviews will be held first week of February in our office at 14 New Mart Road, Edinburgh. For informal chat, please email Catriona Patterson at catriona@inspiringscotland.org.uk. Due to holidays, Catriona will respond to your queries on her return on 3rd January 2024.</p>



About Inspiring Scotland and Creative Communities Fund

Inspiring Scotland strives for a Scotland without poverty or disadvantage. We work with people, their communities, charities and public bodies to develop solutions to some of the deepest social problems. We help essential charities to become extraordinary charities, allowing them to change the lives of the most vulnerable and transform our society. You can read more about Inspiring Scotland here: <https://www.inspiringscotland.org.uk/>

Creative Communities Glasgow aims to support and empower communities to develop cultural activities. The programme supports 10 community organisations located within Glasgow Local Authority area to develop and deliver participatory arts initiatives involving culture and creative arts. The programme is based on the premise that cultural activity has broad, interlinked benefits for people and communities, and that a participatory approach can lead to greater impact and drive unexpected outcomes. Support is focused on communities who face barriers to engaging with cultural activities. The Programme is funded through the Glasgow Communities and Place Fund, as part of the UK Shared Prosperity Fund. You can read more about the fund here: <https://www.inspiringscotland.org.uk/what-we-do/our-funds/creative-communities/creative-communities-glasgow/>

Role Purpose

As the Creative Communities Intern, you will have the opportunity to play a crucial role in supporting our programme, working to support charities delivering community-led participatory arts activities in Glasgow. This dynamic position offers a unique blend of responsibilities, focusing on social media management, resource development, communications, and event coordination.

Responsibilities and Key Tasks

1. Social Media Management:

- Develop and implement social media strategies to promote the work of the Creative Communities Glasgow programme and increase awareness of participatory arts activities in Glasgow.
- Create engaging and compelling content for various social media platforms, particularly Twitter.
- Monitor and analyse social media metrics to track the effectiveness of campaigns and make data-driven recommendations for improvement.
- Engage with followers, respond to inquiries, and foster online community engagement.

2. Communications:

- Assist in crafting and editing impactful content for various communication channels, including newsletters, press releases, website updates, and blog posts.
- Coordinate with funded projects to gather information and stories to share with stakeholders, highlighting the impact of funded projects.
- Collaborate with internal teams to produce visually appealing and consistent communication materials.

- Help maintain an up-to-date stakeholder contact list and assist with outreach efforts to media and key partners.

3. Event Coordination:

- Support the planning, organisation, and delivery of events, workshops, and training sessions for charities and community organisations.
- Assist in logistical arrangements, including venue booking, equipment setup, catering, and guest coordination for virtual and in-person events.
- Create engaging event promotional materials such as invitations, posters, and online event listings.
- Provide on-site support during events, including registration, participant coordination, and troubleshooting.

Person Specification

We are seeking a highly motivated and talented individual who is keen to learn, passionate about making a positive impact in the Scotland's charitable sector, and has excellent organisational, communication, and creative skills.

Essential

- A degree, qualification or relevant experience in communications, marketing, creative arts, community development, sociology or a related field.
- Excellent verbal and written communication skills, with a keen eye for detail.
- Proficiency in social media platforms, content creation, and analytics.
- Strong organisational skills and the ability to multitask, prioritize, and meet deadlines.
- Creative thinking and the ability to generate innovative ideas for social media and communication strategies.
- Experience of organising events (virtual and in-person).
- Passion for the arts and community engagement & participation.
- Ability to work both independently and collaboratively in a team environment.

Desirable

- Basic knowledge of graphic design tools and video editing software.
- Experience of developing accessible communications.
- Experience of living in / being part of a community which faces barriers to participating in culture.
- Currently a resident of Glasgow or with a strong connection to the city and knowledge of its diverse communities.