# Job Description

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| **Job Title** | Community Events Trainee FIXED TERM 6 MONTHS |
| **Location** | Edinburgh – Bingham |
| **Salary banding** | Full Time salary B1-1 £21,840 Full Time Equivalent |
| **Additional benefits** | * Employer pension scheme * Employee Assistance Programme (e.g. includes independent counselling, advice, legal support etc) * Staff Representatives Forum for employee voice |
| **Contracted hours and FTE hours** | Approx 7 hours per week or 14hrs per week (negotiable two posts totalling 21hrs per week) (35 = full time equivalent)  Fixed Term 6 months  Must end no later than 28 Feb 2025 |
| **Report to** | Neighbourhood Manager |

This post is funded by a NLCF grant.

## IntroducING Community Renewal Trust

Community Renewal Trust is a values-led, dynamic and innovative organisation at the cutting-edge of work towards ending persistent poverty in Scotland. With 45 staff in three neighbourhoods and running two social enterprises there is always lots of impact and interesting learning.

Our work always places people and communities in the lead: listening to them, identifying their strengths, supporting them on their terms, and building their capacity to flourish.

Community Renewal Trust works by engaging and forming trusting relationships with individuals, whole families and whole communities together then supporting them by combining holistic case management (e.g. around income, work, health, wellness) with community development (e.g. forming new community activities/groups).

A set of core values guides all the work of Community Renewal:

* TRUSTING – Our impact is built on choosing to place trust in people.
* TRUSTWORTHY – Our trustworthiness is what makes our relationships grow.
* LEARNING – Our charity is about learning so we celebrate success but also appreciate failure
* BUILDING ON STRENGTHS – Our aim is always to build on strengths: we reject paternalism
* ALONGSIDE COMMUNITIES – Our aim is always to stay alongside people for as long as it takes.
* ACHIEVING PREVENTION – Our choice is to be proactive so we can achieve prevention, build resilience and find the right people at the right time.
* INSPIRING TRANSFORMATION – Our focus is always inspiring towards transformation, rather than incremental change.

## Role summary

This is an ideal role for a local community member who is looking to get involved in fantastic community events and learn about how to lead their own events or local activities while also gaining workplace experience.

The idea is to collaborate with our existing team around events in Bingham, Magdalene and the Hays that will take place in Autumn and Winter 2024-25 including seasonal events (e.g. Christmas), drop-in sessions, fun activities for families and others.

We need someone who can make a positive difference themselves and is enthused by community activities and supporting their neighbours. We also need someone who is prepared to learn about and follow some of the health and safety or similar regulations we need to follow around events. But this is also a chance to find how you can identify and use your strengths, ideas and learn skills.

## objectives

### Community Engagement and Relationships

Objectives:

* Collaborate with the LNT team to identify appropriate community events to develop that meet the team’s long-term plans.
* Collaborate with the LNT team in a regular and structured way to support the development of such events
* Learn good practice, requirements and regulations around hosting events in the community and follow these at all times.
* Attend and support the delivery of community events in the area.
* Use marketing (e.g. posters), social media (through a manager), and getting out into the community yourself to promote events so the right sort of people find out about them and are enabled to attend.
* Record the events with photos, videos, and stories we can use to share our learning and achievements.
* Ensure you are careful to have good relationships with other community members, colleagues, volunteers and community groups around these activities.

### Other requirements (approx. 10%)

Objectives:

* Your manager may ask you to get involved in other activities as needs required.

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## Role requirements/person specification

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| **Essential Experience** | * Evidence of enthusiasm for supporting local community events * Understanding the needs and strengths and experience of Bingham, Magdalene and the Hays * Experience attending events or community activities that you can draw on for inspiration * Basic knowledge of Word and Excel * Organised individual with attention to detail |
| **Desirable experience** | * Knowledge of Social Media * Ability to take photographs |
| **Essential Qualifications** | * No essential qualifications |
| **Desirable Qualifications** | * No desirable qualifications |