



JOIN OUR COLLECTIVE

WE ARE HIRING

Finance Lead (0.3fte - freelance)

Role Description

Application deadline: Tuesday 23rd September 11.59pm

Pay: £12.60p/h, roughly 10hrs p/w - 40hrs p/m (£504 p/m).

Location: On-site in Wester Hailes, Edinburgh.

Working Pattern: Some work hours designated on Wednesdays but to be agreed between CWC and the successful candidate. Monthly CWC meetings are on the 2nd Tuesday of every month 6pm-8pm.

Interview: Wednesday 1st October (time TBC).

Start Date: Wednesday 8th October 2025, this role includes a 3 month probationary period with aim for long term arrangement.



We are the **Community Wellbeing Collective (CWC)** a multi-cultural inter-generational working class socially engaged art collective, made up of over 30 members. We are a collective that believe Wellbeing is Political, and work to bring people together to discuss and address the many things that affect our wellbeing. Together we run our own space, including a full program of activities, alongside our external partners. We tackle big themes that affect our wellbeing such as housing, disability, suicide, racism, policing, healthcare and many more. Aiming to remove barriers to better wellbeing, bring people together, strengthen community and action change in Wester Hailes and beyond.

We are a charity that runs similar to a cooperative, we work together to create the change we want to see and work hard to raise funds to pay for all the work we do. Together we hope to create a new kind of structure, one that allows everyone locally and beyond to get involved in ways they can.

We are looking for a reliable, proactive, highly capable individual, who works well in a team and independently. It requires work with other CWC leads, members and board to steer and shape what is core to CWC, and to imagine what is possible, to create local and societal change and to sustain the CWC.

As our new Finance Lead, you would contribute to the the collective through:

- Overall view of organisational finances.
- Lead on strategy for fund raising.
- Overview of fundraising.
- Creation of yearly/multi-year budgets.
- Develop new strategies for development with collective members, external partners and funders.

Specific duties include:

- Guiding our 'Fundraising Officer' in application writing and goal setting.
- Writing and submitting funding applications.
- Working with our 'Administrator' to address payment or invoicing queries.
- Working with 'CWC Leads' to designate monthly/yearly expenditure.
- Preparing finance documents for the 'Board of Trustees'.
- Distribute payment as part of Monthly CWC meetings.
- Process 'payroll' account payments.
- Working with the Wester Hailes Together (11 local organisations) on wider South West funding strategies.
- Create new working systems to aid the organisation's growth.
- Working with 'Administration' to prepare financial documents for yearly reports.

Proficiency in Gmail, Google Documents, and Google Sheets / Microsoft Excel essential.

Essential:

- Self initiative.
- Experience with small/medium size organisational finances.
- Understanding of Edinburgh and Scotland funding sectors, including Creative Scotland.
- Familiarity and interest in the wellbeing of the people of Wester Hailes.
- Understanding of formal financial processes related to charitable organisations.
- Interest in alternative organisational structures.

Desirable:

- Understanding of the structural and political factors affecting community wellbeing and insight into how CWC's work relates to and can act to change them.
- Experience in leading community initiatives.
- Confidence with grassroots organisations.
- Long term strategic thinking.
- Use of payroll systems.

How to apply:

- To apply, please send your CV and a Cover Letter (1 page max), or an audio file or video of no more than 4 minutes to info@communitywellbeingcollective.com by Tuesday 23rd September 11.59pm
- Cover Letter could include: why you are interested in the role, what you would hope to bring to it, including relevant experience.
- Don't hesitate to be in touch via email with any questions or requests for further conversations about the role.
- To learn more about the Community Wellbeing Collective visit www.communitywellbeingcollective.com