



Project Officer – The Bandstand Project (Girvan)

Organisation: Adventure Centre for Education (ACE) / Adventure Carrick

Location: Girvan, South Ayrshire

Contract: Fixed term (3 years). Self-employed or employed.

Salary: This post is costed at £18 per hour on a self-employed basis. For employed status, the equivalent hourly rate will be adjusted to accommodate employer National Insurance and pension contributions.

Hours: 17.5 per week, flexible (0.5 FTE). There may be a requirement to work some evenings and weekends.

About the Project

The Bandstand Project is an ambitious 3-year redevelopment of Girvan's historic bandstand located in Stair Park, Girvan, into a vibrant community café and events space. The project blends heritage restoration, social enterprise, and cultural programming, creating a sustainable community asset that supports local regeneration and wellbeing. You can see more about the project here:

<https://adventurecarrick.com/adventure-centre/bandstand/>

Role Purpose

The Project Officer will lead the coordination and delivery of the Bandstand regeneration, ensuring the project is delivered on time, within budget, and in line with regulatory and funder requirements.

You will act as the central link between ACE, contractors, architects, funders, and the community, while also supporting the transition from capital build to a fully operational social enterprise.

Key Responsibilities

Project Delivery & Coordination

- Coordinate day-to-day project activity across contractors, architects, and stakeholders with support from the design team
- Monitor construction progress and address emerging issues
- Ensure compliance with procurement and regulatory requirements in line with funder's expectations

Funding Development & Resource Mobilisation

- Monitor and track project expenditure against secured funds in conjunction with ACE and other stakeholders
- Identify and apply for relevant funding opportunities where there may be gaps, and develop clear, well evidenced funding applications
- Liaise with partners to gather supporting evidence
- Maintain relationships with funders and meet deadlines
- Seek long-term funding sustainability for the project in its operational phase
- Ensure value for money and provide financial updates in conjunction with ACE's financial officer

Planning & Compliance

- Liaise with South Ayrshire Council and planning authorities where needed
- Ensure adherence to Scottish Government procurement guidelines

Monitoring, Evaluation & Reporting

- Prepare reports for ACE, funders and stakeholders
- Maintain accurate records of progress, outputs, and outcomes
- Support evaluation of project impact

Stakeholder & Community Engagement

- Build strong relationships with partners and community groups
- Lead community updates through meetings, newsletters, and digital platforms
- Promote the project locally and regionally

Business & Operational Development

- Support ongoing development of the Bandstand business plan
- Assist in establishing governance structures (e.g. SCIO/management committee)

- Contribute to marketing, branding, and digital presence

Transition to Operations

- Support planning for café and events space setup
- Contribute to staffing, recruitment, and training plans
- Help prepare the site for successful opening and ongoing operations

Person Specification

Essential Skills & Experience

- Experience in delivering similar projects, whether capital or community-based projects
- Strong stakeholder engagement and partnership working skills
- Experience of budget monitoring and financial reporting
- Ability to produce clear reports and funding updates
- Knowledge of governance, compliance, and procurement processes
- Excellent organisational and communication skills

Desirable

- Experience in heritage, community development, or social enterprise projects
- Understanding of SCIO governance and GDPR requirements
- Experience supporting venue, café, or events-based operations

What We're Looking For

We are seeking a proactive and adaptable individual who can balance strategic oversight with hands-on delivery. You'll be comfortable working across sectors, solving problems, and engaging meaningfully with the local community.

Why Join Us?

This is a unique opportunity to play a key role in transforming a historic local asset into a thriving community hub, contributing to heritage preservation, wellbeing, and economic regeneration in Girvan.

Timeline

Applications must be received by **May 27th**

Interviews will take place on **June 3rd and 4th**

How to Apply

Send CV and covering letter outlining how you meet the essential skills to:

Funding@adventurecentreforeducation.com