

Job Description

Job Title: **Activities Coordinator**

Responsible to: **Local Development Officer, Roslyn Clarke**

Duration of post: **8 weeks contract (April – May 2021)**

Pay Rate: **Part-time (17.5 hours/week), fixed term contract at £15/hour.**

Context of Job:

In response to the Covid-19 pandemic, Applecross formed the Applecross Community Support Group, a collaboration of the Applecross Healthcare Association, Applecross Trust, Applecross Community Council and Applecross Community Company (ACC). The group supported by many community volunteers, has provided a range of activities in support of Applecross residents, including the provision of food boxes, garden growing support, internet devices, lunchtime meal deliveries and additional cleaning support at the community toilets.

The long period of social isolation has been difficult for many in the community, and as we are gradually moving out of lockdown, it was felt that we now need something positive and fun to re-connect our community. ACC therefore now seeks an Activities Coordinator to undertake these community activities.

Overall Purpose

The overall purpose of this temporary role is to lead on and coordinate community contributions to develop an authentic Applecross cooking book.

Main Duties:

1. Put a plan with timeframe in place for developing the initiative.
2. Lead on content design of the book itself, which could include descriptions of the history of the recipes, pencil portraits of contributor, photos etc.
3. Undertake community wide activities that contribute to developing the “community cookbook”. This would involve several activities that involve inviting and working with community residents to contribute their recipes to our very own cooking book.
4. Curate and guide design of the cooking book.
5. Support communications about our covid community support activities, including leaflets, social media, and posters.
6. Ensure all activities are in line with current government guidance.
7. In addition to these duties, you may be required to undertake additional activities which support the Covid Community Support Initiative.

Person Specification

Job Title: Project Officer		Employer: Applecross Community Company
Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of formal education	Degree or equivalent training.
Knowledge, Skills and Abilities	- Good interpersonal skills - Good organisational skills - Confident individual with good communication skills	- Ability to work effectively remotely in absence of close management - An appreciation of the sensitivities of working within small communities. - Gaelic speaker - Experience in community engagement
Technical Skills	- Good general computer competence (Word, Excel, Web, email, PowerPoint) - Comfortable with remote-working communications technologies and practices - Comfortable managing work-related communications through social media (twitter, facebook etc)	- More advanced ICT skills including website development - Experience creating a cookbook or equivalent
Job Circumstances	- Ability to travel regularly to Applecross to undertake the role - Strong motivation and enthusiasm for the post and the role	- Ability to live, or already living, in Applecross - Access to own transport and a holding a full current driving license.