



ENERGISE GALASHIELS TRUST

Community Projects & Events Support – Galashiels

The Vibrant Gala Plan

Following a pilot regeneration project completed at the end of March 2021, EGT have been awarded further funding from South of Scotland Enterprise and Scottish Borders Council to deliver a series of enterprising community projects and initiatives over the next three years as outlined in their Vibrant Gala Plan. The main focus of the Plan is improving the appearance and vibrancy of key areas within Galashiels town centre, informally described as *'Tapestry Way'*, to complement the opening of Great Tapestry of Scotland (GTS) visitor attraction.

Community Projects & Events Support Role

Applications are invited for this role to support the next key phase of regeneration for Galashiels town centre. Energise Galashiels Trust (EGT) are seeking experienced, creative and commercially focused individuals to help deliver their ambitious three year Vibrant Gala Plan.

Community Projects & Events Support (variable – potentially up to 60 hours per month)

This opportunity requires a mix of skills and experience such as Project Management, Business / Property Development, Community Engagement, Events Management and Fund Raising.

This post is for an initial term to end March 2022 and may be extended for up to 2 years dependent on contractor performance and confirmation of funding in 2022/23 (which has been approved in principle).

The Project seeks to encourage a more enterprising approach in communities and to encourage, progress and develop ambitious projects, which have sustainable revenue streams at their core. The focus is to primarily provide:

- Strategic thinking and project development support within communities
- Project management support and leadership for projects with economic impact
- Be part of the community team(s) that implement approved projects and initiatives



Regeneration Activity

Key partners recognise that transformational change is required in the town centre to fully capitalise on recent major investments such as the re-introduction of the Borders Railway and the Great Tapestry of Scotland Visitor Centre. Further investment is forthcoming including the new school campus as well as continued investment locally by the private sector. The regeneration activity planned specifically for Galashiels town centre, led by Energise Galashiels, includes:

1. **Tapestry Way Feasibility Study and initial development activity** - Feasibility study work (focused on Channel Street and Douglas Bridge) to begin steps towards a more transformational change for the future.
 2. **Supporting and contributing to a 'Futures Forum'** – developing the Vision for Galashiels linked with and contributing to Scottish Borders Council's approach to Place Planning.
 3. **Developing Tapestry Way/ Community led Projects & Events** – Developing a strong visual impact and economic activity to improve the 'Tapestry Way' zone through a range of community activities and projects.
 4. **Marketing/ Digital Gala** - Direct business support for marketing and digital activities to strengthen Gala's digital presence.
- Role 1 - Vibrant Gala Project Management Support will focus on progressing and implementing Projects 1 & 2 as well as having an oversight and management role for all 4 areas.
 - Role 2 - Community Projects and Events Support will focus on progressing and implementing Project 3.

Role of Community Projects and Events Support

This role is to support EGT and other local community groups within Galashiels to enable project development and delivery. It requires a creative and experienced event and/ or project manager to bring a more commercial focus to local events delivery as well as encouraging the development of new events, which encourage additional footfall and spend in the town centre.

An enthusiastic creative individual is sought for this role to build on all the positive projects and activities already achieved by many volunteers as part of Energise Galashiels. Key development activities will include delivery of events, progressing attractive signage and banners for the town centre as well as supporting and coordinating with various subgroups involved in floral planting, Gala Remembers activity and other local initiatives.

Community Projects and Events Support: Key Criteria

Qualifications	Essential - Extensive work experience in events management or project management Desirable – experience and involvement in community development activity
Work Experience	Essential - Relevant experience or skills in working effectively with community groups and volunteers Desirable - Experience in project management or relationship management role Proven track record in dealing with the local business and communities
Skills & Abilities	Proven events management experience Strong leadership and project management skills Good people relationship skills Good presentation and communication skills Strong knowledge of the make-up of the local economy and community groups. An innovative client-centred and solutions focused approach Local business insight, coupled with an interest in community growth and development Experience of partnership working Personal commitment and enthusiasm for your own continuing professional development
Job requirements	Willing to work out-of-office hours, which will be required, and flexible around travel Self-disciplined, able to work without supervision Lead day-to-day operational tasks related to projects with support from community groups / project teams. A current UK driving licence and access to a vehicle

This role will require a variable time commitment dependent on activity, up to an potential annual average maximum of approx. 60 hours per calendar month.

Applications / Tenders / Tender Evaluation

Applications are invited from individuals and/or a group of contractors as appropriate.

As part of your submission, a short summary of qualifications, relevant work experience as well as skills and abilities in relation to the specific roles available should be provided. Examples of relevant past experience including successful project delivery and summary of outcomes/impacts of this delivery should be included in your submission.

Submissions should be on the basis of an hourly rate to include all costs and expenses to be incurred, including any separately identified external purchases / services, or clearly identify any specific exclusions.

Quotations should include VAT if applicable. Energise Galashiels Trust is not registered for VAT.

Assessment of Applications

The assessment of applications and interviews will be at the discretion of the Selection Panel as appointed by Energise Galashiels Trust.

Recruitment Process/ Interview Date

Successful candidates, who are shortlisted for interview, will be invited to interview on Monday 2nd or Tuesday 3rd August. Interviews may either be in person at a venue in Galashiels; or held digitally on either a Teams or Zoom platform. The format of the interview will be determined closer to the date of interview and will be subject to Scottish Government Covid19 restrictions at that time. All necessary precautions will be undertaken as appropriate to comply with government guidance.

Applications should be addressed as CONFIDENTIAL and POSTED and also EMAILED to the chair of Energise Galashiels Trust to arrive no later than 23rd July.

Michael M. Gray, Glenpark, 22 Melrose Road, Galashiels, TD1 2BS
Email m.m.gray@btinternet.com

Project Governance

In terms of overall project governance, a steering group will be established with representatives of Energise Galashiels Trust, core funders and, where appropriate, other local business/ community / governmental representatives. This will ensure there is clarity on the implementation of projects, and the final allocation of project resources to ensure maximum impact and benefit from project delivery.

Terms of Engagement

The roles are offered on a part time basis and successful candidates will be appointed on a self-employed basis. All appropriate management, tax liabilities, health and safety, insurance etc are on the onus and the responsibility of the contractor. Applications are invited from individuals and/ or a group of contractors as appropriate. Applicants should highlight if they are VAT registered in their submission.

Health and Safety

The contractor/s will be responsible for his/her own health and safety in the workplace and for contributing to the maintenance of a safe environment for others employed there or visiting. He/she will comply with all relevant Health and Safety regulations and procedures within their own area of work.

Commitment to Equality & Diversity

The post holders will be responsible for ensuring fair, equitable and non-discriminatory treatment of all colleagues and clients, in accordance with Energise Galashiels Trust's key values and objectives. Energise Galashiels is committed to the principles of Fair Work and will apply these principles for any staff and/ or contractors where appropriate.

Office Location

The contractor may work from home and / or may be based in the Galashiels area with one of the partner organisations or community hub partners of Energise Galashiels Trust.

**This project is being funded by
South of Scotland Enterprise and Scottish Borders Council
with support from Energise Galashiels Trust and local partners.**