

## Job Description – Refugee Festival Scotland Assistant



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<b>Job Title:</b>	Refugee Festival Scotland Assistant
<b>Reports To:</b>	Refugee Festival Scotland Assistant
<b>Salary:</b>	G2 £22,776
<b>Hours:</b>	Full time, 36 hours per week
<b>Contract:</b>	Permanent (subject to funding)

### **Overall job purpose:**

Refugee Festival Scotland is a unique community and arts festival dedicated to achieving positive and lasting social change.

The festival creates opportunities for people from different backgrounds to meet and get to know each other and find out what we have in common. By building bridges across communities, the festival offers a vision of hope, friendship, neighbourliness and solidarity with people seeking refugee protection in Scotland.

The annual programme of events provides a platform for refugee communities to showcase their skills, talents and cultures and to tell new, more positive stories about integration and diversity in Scotland.

The festival is held in June in the lead-up to World Refugee Day on June 20. It is coordinated and delivered by Scottish Refugee Council in partnership with local community groups and arts and culture organisations.

This role will support the Refugee Festival Scotland Manger in all aspects of planning and delivering a high profile, Scotland-wide annual programme of events and activities.

### **Key responsibilities:**

- To assist the Refugee Festival Scotland Manger with the co-ordination of all aspects of Refugee Festival Scotland including programming and administration, events management, marketing and audience development.
- To liaise with event organisers, including community groups, arts organisations and local authorities across Scotland to support the creation of an annual programme of festival events.
- To oversee the administration of the submissions process for the festival programme, maintaining accurate records and clear communication and liaising with the Festival Manager in a timely manner to flag up any problems or issues that may arise.

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- To support the planning and delivery of key festival events including festival launch events and gatherings for event organisers.
- To create and maintain a database of festival events.
- To update listings on the Festival website and social media channels and to contribute to content creation for both.
- To undertake any other appropriate duties as required. The Festival period (approx. ten days in June) will require some working out-with normal working hours.

### About you:

We are seeking someone with solid administration and organisation skills. You'll need to be very efficient, have lots of initiative and be a natural problem solver and be happy pitching in creatively to make Refugee Festival Scotland a success.

Quality	Essential	Desirable
Job Experience and skills	<ul style="list-style-type: none"> <li>• Professional experience in a busy administrative role, ideally in an arts or events environment.</li> <li>• The ability to work under pressure to deadlines</li> <li>• Outstanding organisation skills; able to set up and maintain efficient systems for managing information and contacts</li> <li>• Excellent IT skills – knowledge of Microsoft Word, Excel, PowerPoint and Canva</li> <li>• Outstanding communication skills – able to communicate in a clear, concise, precise and impactful way</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a festival team.</li> <li>• Experience of Wordpress and of creating web and social media content</li> <li>• Understanding of issues and sensitivities relating to work with asylum seekers and refugees</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Creativity, initiative and the a positive, solution-focused approach</li> <li>• Collaborative and open approach – a team player</li> <li>• Personal integrity and a commitment to principles of equality, diversity and care</li> </ul>	<ul style="list-style-type: none"> <li>• Lived or family experience of seeking refugee protection</li> </ul>

### About us:

Scottish Refugee Council is an independent charity dedicated to supporting people in need of refugee protection. Our vision is for a Scotland where people are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Find out more about our vision and aims:

<https://www.scottishrefugeecouncil.org.uk/about/vision-aims/>

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The Refugee Festival Scotland Assistant sits within our Policy, Communications and Communities department. We are currently working from home following government guidance but ordinarily are based at our office in Glasgow.



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