

Job Description – Refugee Festival Scotland Manager



Job Title:	Refugee Festival Scotland Manager
Reports To:	Head of Policy, Communications & Communities
Salary:	G5 £36,745
Hours:	Full time, 36 hours per week
Contract:	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. The festival is coordinated and delivered by Scottish Refugee Council in partnership with local community groups and arts and culture organisations.

We are looking for someone to lead this unique festival and to play a key role in determining and securing the festival's future success.

Key responsibilities:

Strategy and development

- Develop a vision for the creative direction and content of the 2023 festival programme, working closely with a Scotland-wide network of partners to plan, produce, deliver and promote deliver this vision.
- Work in partnership with refugee-led and refugee-supporting community groups, as well as partners across multiple sectors, to plan, support and present a rich and varied programme of Festival events in June 2023.
- Lead on the implementation of recommendations from the current evaluation and review of Refugee Festival Scotland, to determine the future strategic direction and delivery model for the festival.
- Lead on developing plans to secure the future funding of the festival, including new income generation streams and support across trusts and foundations, individual giving, earned income and sponsorship.
- Proactively build and nurture strategic partnerships with arts, culture, heritage, education and sports bodies to encourage them to deliver activities that promote refugee participation and integration as part of Refugee Festival Scotland.
- Develop a strategy to embed the festival within the wider work of Scottish Refugee Council in line with our organisation-wide strategic aims.

Festival delivery and management

- Act as the main point of contact for festival event organisers, hosting networking sessions and providing a package of support to ensure the smooth delivery of all events under the festival banner.
- Plan, deliver and manage flagship festival events including the 2023 festival launch event and public activities to mark World Refugee Day.
- Act as spokesperson and representative for Refugee Festival Scotland and Scottish Refugee Council on key matters relating to the festival, ensuring effective relationships both internally and with external partners and organisations
- Develop a strategic approach to engaging existing and new audiences to expand the impact and reach of Refugee Festival Scotland, and to maximise the benefit to local communities across Scotland.
- Work with Scottish Refugee Council's Communications team to ensure effective planning and implementation of the marketing and communications strategy
- Work closely with key stakeholders to ensure an innovative approach to learning, audience engagement and impact assessment, producing evaluation reports as required.
- Co-ordinate and chair the Refugee Festival Scotland Advisory Group and internal working group
- Supervise the work of the Refugee Festival Scotland Assistant and a team of volunteers.
- Ensure all project activity governance including procurement, finance, sustainability and people practices and policies are in line with Scottish Refugee Council's governance and operational arrangements.

About you:

We are looking for someone with exceptional relationship-management skills, creativity and vision to take this unique festival forwards. Scottish Refugee Council coordinates and produces Refugee Festival Scotland but it is far bigger than us. Hundreds of people and organisations come together to make it happen, from refugee-led community groups and individual artists, to activists and national cultural institutions. We are seeking an exceptional individual who is confident and at ease building relationships with such a variety of partners. The role would suit someone who has worked in a senior role in the arts or live events and who has brilliant planning, coordinating and problem-solving skills.

We are looking for someone with vision and drive who will appreciate the richness and potential of Refugee Festival Scotland, and with the ability to secure its future as a cultural event of value to all communities in Scotland.

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Events/project management or similar, or demonstrable equivalent experience 	
Job Experience and skills	<ul style="list-style-type: none"> • Significant leadership experience within arts or events management sector, ideally delivering projects with a high impact public profile and including direct experience of programming, planning and delivering public events and activities. • Specialist knowledge and demonstrable experience in equalities, diversity and inclusion-focused cultural programming. • Outstanding networking and relationship management skills • Demonstrable experience of working with a broad range of stakeholders including community groups to build engagement and consensus • Experience of working with a broad range of stakeholders to manage and generate income and funds. 	<ul style="list-style-type: none"> • Experience of festival planning and coordinating • Experienced public speaker • Experience of developing and planning audience engagement programmes • Experience creating web and social media content

	<ul style="list-style-type: none"> • Outstanding organisation skills; able to set up and maintain efficient systems for managing information and contacts • Experience of developing marketing plans and understanding of principles of audience development and engagement • Outstanding communication skills – able to communicate in a clear, concise, precise and impactful way with different groups and stakeholders 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Creativity, initiative and ability to think and act strategically to achieve impact and results • Collaborative and open approach – a team player • Personal integrity and a commitment to principles of equality, diversity and care • Understanding of issues and sensitivities relating to working with people seeking refugee protection 	<ul style="list-style-type: none"> • Lived experience of seeking refugee protection

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/>

The Refugee Festival Scotland Manager 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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