

**Job Title:** Refugee Festival Scotland Engagement Officer

**Reports To:** Refugee Festival Scotland Manager

**Overall job purpose:**

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

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 across Scotland every June in the lead-up to World Refugee Day on June 20<sup>th</sup>. Scottish Refugee Council co-ordinates the festival programme, which includes: running a small grants programme to support organisations and groups to put on their events; providing a platform for anyone else willing to take part in the festival to register their event; and organising a number of projects and partnership collaborations every year to run alongside.

We are looking for an energetic, empathetic and highly organised Engagement Officer to act as community lead for the festival. They will be the main point of contact for the festival's small grants and event registration programmes, supporting the participation of refugee-led and refugee-supporting groups and organisations who put on festival events.

The role also involves programming outreach and community focused initiatives as part of the festival, which may change from year to year depending on partnership opportunities and funding provision, as well as organising networking meetings year-round that will bring together creatives, communities and organisations in different parts of Scotland. The Engagement Officer will support effective administration and reporting of these activities and create relevant content, updates and resources.

---

### **Key responsibilities:**

#### Community strand lead

- To oversee the submissions process for the festival small grants and event registration programmes, including preparing open calls, liaising with event organisers to support their development of festival events, maintaining accurate records, and communicating with the Festival Manager in a timely manner to flag up any problems or issues that may arise;
- To organise networking meetings and gatherings for event organisers year-round, including in the run up to the festival;
- To lead on the programming and delivery of outreach and community focused projects targeting new audiences (for examples schools and libraries) to be showcased at the festival, including initiating and managing partnerships, engaging and consulting with communities and practitioners, and overseeing production.

#### Festival wide planning and delivery

- To work closely with the Festival Manager to support the overall planning and delivery of Refugee Festival Scotland, including inputting on programming, supporting the delivery of key festival events, and assisting in administration, marketing and audience development;
- To work alongside the Scottish Refugee Council Volunteer team to support the involvement of Festival volunteers;
- To ensure effective relationships both internally and with external partners and organisations. To participate in appropriate professional networks as necessary;
- The Festival period (approx. ten days in June) will require some working out-with normal working hours.

#### Communication and administration

- To adapt existing written materials as well as create new content suited to different audiences, including updating listings on the Festival website and social media channels, writing blog posts and supporting the compilation of reports;

- 
- To assist the Festival Manager in the preparation of funding applications. To monitor allocated budgets in accordance with organisation policies and delegated authority levels.

### **Other Duties**

- Develop skills and undertake responsibilities, which will fulfil the purpose of the role and support the success of the organisation
- Ensure work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Participate in and contribute to organisational/team or external meetings
- To undertake any other appropriate duties as required.

## About you:

We are seeking someone with strong interpersonal, planning and organisation skills. You'll need to be collaborative, responsive, have lots of initiative, be a natural problem solver and be keen to develop mutually beneficial relationships with different groups, organisations and key partners across Scotland to make Refugee Festival Scotland a success.

Quality	Essential	Desirable
Job Experience and skills	<ul style="list-style-type: none"> <li>• Experience of event / project / workshop management and delivery in a community, arts or events environment;</li> <li>• Demonstrable experience of successful collaborative and partnership working, including working with community groups to build engagement and consensus;</li> <li>• The ability to prioritise and 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>• Outstanding communication skills, both verbal and written – able to communicate in a clear, concise, precise and impactful way;</li> <li>• Excellent IT skills – knowledge of Microsoft Word, Excel, PowerPoint and Canva.</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>• Experience of developing and planning audience engagement programmes;</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 a positive, solution-focused approach;</li> <li>• Collaborative, curious 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>

## Job Description – RFS Engagement Officer



---

### **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/>