



Fèis Development Officer Job Description (Mar 26)

Job title: Fèis Development Officer / Oifigear Leasachaidh na Fèise

Reports to: Fèis Thatha Committee (represented by the Chair)

Contract: 1 year - freelance (with potential to extend)

Location: Flexible (with preference for Highland Perthshire)

Remuneration: £17.60/hour

Hours of work: 7 hours per week (flexible)

Description of duties:

Fèis Thatha continues to grow its programme of activities in line with our objective of enabling a thriving Gaelic and traditional music scene in the Upper Tay area. We are strengthening our team with the recruitment of a Fèis Development Officer, to support the Fèis Committee in the management and development of Fèis Thatha. The role blends fundraising, reporting, community engagement and organisational elements, working closely with the Creative Producer who focuses on activity, event and experience delivery. Reporting to and supported by the Fèis Thatha Committee, the Fèis Development Officer will take the lead on specific activities outlined below:

- Develop and maintain an ongoing **fundraising** strategy and lead on submissions of bids and fundraising applications as needed to allow delivery of the organisation's planned events/activities
- Track required **reporting** for funders, and lead on preparation of reports for funders with input and support from the Chair, Treasurer and Creative Producer
- Track progress on the Fèis Plan and support the Treasurer in tracking and planning the Fèis Thatha **budgets**, expenditure, and fundraising needs
- Lead on local **community engagement and communications**, including managing the e-mail account, volunteer recruitment, ensuring that the Fèis Thatha contact list and social media is up to date and sending regular e-mail and social media updates, incorporating English and Gaelic, with support from the Creative Producer
- Join the monthly **meetings** of the Fèis Thatha Committee supporting the chair with preparation for the meeting and presenting updates for discussion and decisions by the committee, interacting as needed via WhatsApp and email in between.
- Meeting and **liaising** with the Fèisean nan Gàidheal (FnG) Development Officer, for support, planning, resources, training and connections.

Person Specification:

The ideal candidate will:

- Be well-organised, efficient, and able to work independently
- Have a good proficiency in Microsoft Office tools (particularly Word and Excel), social media (particularly Facebook and Instagram), and web-based tools
- Have experience in report writing, proposal writing and budget management
- An interest, and ideally skills, in Scottish and Gaelic traditional music, culture, and language

Further information:

- We will consider applicants from outwith the local area, however have a preference for someone living in Highland Perthshire
- We have no office space therefore the hours and location of work are entirely flexible
- Occasional visits around Highland Perthshire, or to represent the Fèis at Fèisean nan Gàidheal events around Scotland may be required
- The successful applicant will need to either be registered with the Disclosure Scotland PVG scheme or be prepared to do so before starting
- One year contract, with intention to extend annually (dependent on funding)

Applicants should email a CV and covering letter to feisthatha@gmail.com

Deadline to apply is Tuesday 31st March at midnight.

We expect interviews to be held in early April.