

Promoting Diversity and Equality in Scotland

BEMIS is the national umbrella body supporting the development of the ethnic minority voluntary sector and the social regeneration of the communities that this sector represents throughout Scotland. BEMIS is looking to employ a key staff for the following post:

Post: Project Coordinator (Dandelion: Inclusive and Inspiring Communities)

- **Hours:** 25 hrs/week (flexibility required, including weekends)
- **Term:** Fixed term until the 30th November 2022
- **Salary:** £30,000 pro-rata (6% Pension Employer Contribution)
- **Location:** Glasgow, with travelling required
- **Closing date:** Friday 7th January 2022
Interviews: Week commencing 17th January 2022

A key post to assist in the development, management and delivery of the *Dandelion Inclusive and Inspiring Communities* project. The project aims at progressing equal opportunities and inclusive platforms for participation, encouraging and facilitating the participation and active engagement of the diverse Ethnic Minorities in the Dandelion project.

Project management experience, community development and commitment to race equality as well as full knowledge of the democratic participation and cultural heritage structures and evidenced commitment to inclusive approach to inspiring communities are essential.

Background Information

BEMIS is working in collaboration with Dandelion, and the aim of our project is to initiate, enhance and advance equal and inclusive participation of the diverse Ethnic Minorities locally, regionally and nationally in the programs of the Dandelion festival in 2022: Developing Scotland's Growing, Sowing, Harvesting and storytelling through the STEMS subjects to grow your own initiative to rediscover our connection to the food we eat and how it can be grown.

About Dandelion – “Sow, grow and share across Scotland in 2022”

Dandelion is a new creative initiative taking place across Scotland in 2022, which will utilise a unique approach to inspiring and facilitating participation of hundreds of thousands of people to get involved in a national programme of sowing, growing, live music and cooking together, culminating in hundreds of harvest festival events across the country. An exciting collaboration with the next generation of creatives and activists, Dandelion will harness the creativity, passion and enthusiasm of schools and communities across Scotland, providing an engaging and practical route for each of us to do something positive for our own lives, our communities and the environment. Dandelion is commissioned by EventScotland and funded via the Scottish Government. It is Scotland's contribution to [UNBOXED](#) - the new festival of creativity and innovation that aims to reach across the country, Europe and the wider world.

For more details please see: <https://www.visitscotland.org/about-us/what-we-do/events/major-upcoming-events/dandelion>

Role description

The Dandelion Inclusive and Inspiring Communities Project Co-ordinator will be responsible for developing and delivering focused engagement and participation frameworks in the national Dandelion program at local, regional, and national levels. This will entail working closely with the national Dandelion programme providers to shape creative structures that facilitate equal, responsive and inclusive participation in collaboration with their existing and potential partners including the local/regional hubs.

- Promoting awareness of the Dandelion project and participation opportunities among the diverse EM communities and organisations.
- Building sustainable networks and cooperation between Dandelion teams/hubs and local EM communities and groups
- Delivering communications strategy, while utilising our established infrastructure of support networks, which will aid in raising awareness of the Dandelion aims, opportunities and inclusion frameworks: aiding in enhancing understanding and initiating inclusive participation structures for the diverse EM communities across Scotland, while advancing collaboration with relevant stakeholders stimulating more engagement and increased participation of EM in the festival and hubs across the 13 locations in Scotland.
- Documenting outcomes and producing case studies to reflect positive impacts and bearing of inclusive intervention.
- Delivering a national event as part of the Dandelion celebrations showcasing the creative food growing and unexpected gardens projects, celebrating Harvest songs and dance, and the fusion of food and culture.

Main Responsibilities

The post holder will, in brief, be responsible and accountable for the implementation of the Dandelion Inclusive and Inspiring Communities project and to ensure close working relationships and coordination with the national Dandelion team.

They will be required to:

- Develop, sustain and deliver a focused participation program reflecting a responsive and inclusive framework that ensures equal participation of the diverse EM in the Dandelion programme locally and nationally
- Identify gaps and barriers for equal participation and work towards removing challenges for potential participation
- Manage a focused small grants scheme which is fully designed to ensure inclusive and creative participation of the diverse EM communities
- Organise training seminars/information sessions for groups to enhance their awareness of the Dandelion program and support their participation
- Prepare and share relevant resources in relation to Dandelion ensuring wider awareness and engagement of the diverse EM communities
- Prepare monthly reports on developments and a final report showcasing the impact of the project with potential case studies, showing diversity, keeping records, etc.
- Liaise and work with other members of BEMIS and Dandelion staff as well as various stakeholders on relevant initiatives and programmes locally, regionally and nationally
- Represent BEMIS's Inclusive and Inspiring Communities project with Dandelion Scotland at meetings as appropriate

- Develop a work plan in line with the project objectives to deliver the required activities both strategically and operationally ensuring needed information and updates on Dandelion growing, sowing, cultivating, harvesting are relayed to the members, relevant stakeholders and partners
- Contribute to a communication plan to ensure Dandelion programs are more responsive and attractive for equal participation from the diverse ethnic and cultural minority communities.
- Maintain an online marketing and social media presence
- Ensure robust monitoring and evaluation processes at all levels) within the organization are in place
- Oversee the management of the project finances and small grant scheme
- Participate in the recruitment of sessional staff for the project team as appropriate

Person Specification

	essential	desirable
Min. of 2 years' experience of working with or in the charity, culture, community education or similar sector	✓	
Relevant Educated to degree level or equivalent	✓	
Strong Leadership and people management Experience	✓	
Ability to monitor and evaluate services to ensure efficient outcomes	✓	
Ability to monitor, analyse and report concisely.	✓	
Ability to communicate clearly and liaise effectively with others Experience of working in multi-partnership environments	✓	
Understanding of equal opportunities in relation to all aspects of service delivery	✓	
Demonstrable ability to give staff practical support	✓	
Ability to work under pressure and meet deadlines	✓	
Experience of working with ethnic minorities	✓	
Experience in providing training for groups	✓	
Understanding of Dandelion national programme		✓
Understanding of the barriers to participation among EM	✓	
Highly IT literate	✓	

Details

PLACE OF WORK

Based in Glasgow office but travel throughout Scotland required.

CONDITIONAL APPOINTMENT

All contracts of employment issued are conditional upon the following:

- Receipt of two references which are satisfactory
- Proof of educational qualifications (originals only)
- Proof of legal right to take up employment in the UK

ANNUAL LEAVE

The leave year is 1st April–31st March: Annual leave entitlement for full time posts is 25 days and 12 Public Holidays. Holiday will be pro-rated.

APPRAISAL

Employees are required to participate in the Staff Development and Appraisal Schemes and to maintain and enhance own work performance through participation in appropriate staff development programmes.

TRAVEL

You will be required to travel as part of the post. Reimbursement for travel expenses will be based on method of travel and agreement with CEO.

Apply

Please go to <https://bemis.org.uk/jobs> to download an application form or send your CV to jobs@bemis.org.uk