



Edinburgh Open Workshop

Community Outreach Officer

Location: Edinburgh, Leith
Contract Rate: £20 p/hr
Contract Duration: Freelance, potentially FTE after one year, subject to funding
Hours: 15 hours a week
Flexitime: Yes
Work from home: No
Job Share: Considered
Closing Date: Monday 23rd February 2025
Interviews: 3rd - 7th March 2025
Proposed Start: April 2025 (flexible dependent on candidate)

About Us:

Edinburgh Open Workshop (EOW) is an innovative, creative co-working space, offering membership-based, Pay-As-You-Go access to workshop facilities, machinery, power tools, hand tools, workbenches, fabrication space, textile bays and long-term resident maker space, studios, and office space. A not-for-profit social enterprise that is expanding, we are Edinburgh's only open-access workshop, supporting a community of over 300 hobbyist and professional makers, designers, and creatives.

We are a Social Enterprise. We believe in supporting creative business and the creative economy; at our heart is the drive to make creativity and creative learning accessible to all. We are looking for a creative Community Outreach Officer to our small close-knit team and support the Development Team in managing and administering our community led events and programmes.

About you: Do you believe that creativity should be open to all? Are you a good communicator and relationship-driven; a confident public speaker who enjoys working with project stakeholders and community groups? Do you combine strong organisational skills with the ability and drive to make stuff happen? If so, then this could be the role for you!

MAKE Space is funded by Awards for All Community Fund and is to create a comprehensive community outreach strand that will encourage social connection while equipping community members with the skills to mend, make, and create - encouraging confidence, building social connection, and encouraging community resilience.

You should have a working knowledge of the third sector, its joys and its challenges and the ability to navigate both. You will work with local community groups, charities and clubs to create and facilitate a series of innovative education programs (DIY, crafting, and family friendly workshops), a schedule of community events, and manage our community event space.

This project will encourage social connection and decrease isolation; supporting people of all ages to develop confidence and feel more self-sufficient; supporting communities to be environmentally sustainable through upskilling, creating long lasting positive effects that reach far beyond our workshop walls. There is potential for the post to become a full-time, salaried role and is ideal for someone who is creatively minded and community connected.

**Key Responsibilities:**

- Promote EOW's activities to Community Groups and organisations
- Research, plan and deliver creative engagement activities, events/talks/workshops to maximise participation in Community Partnership projects
- Support the development and implementation of projects and activities to ensure successful delivery against agreed outcomes
- Coordinate the schedule of events in EOW's event space
- Monitor and report on projects to agreed schedules
- Promote the company's ethos, vision, mission and services
- - ensure all events activities / 3rd party users meet, agree and comply to EOW RAMS

Required Experience:

- Project Management
- Ability to collaborate well with humans
- Excellent communication skills with people at all levels and ages
- Confidence and ability to speak in public
- Comfortable collating, writing, and submitting reports
- Experience in creating and working with project budgets
- Knowledge of community engagement and community participation techniques
- Strong organisational skills and the ability to prioritise effectively
- Strong written and verbal communication and negotiation skills, ability to build rapport
- Proven computer literacy skills and experience
- A friendly outlook and enjoy working as part of a team

Desirable Experience:

- Experience of designing and delivering training
- Experience of delivering focus groups and research
- Knowledge of the current creative scene and excellent sectoral awareness
- Relevant professional qualification(s)

Personal Qualities:

- Self-motivated and proactive, can come up with new, imaginative ideas
- A high level of personal drive and energy
- Calm and confident with excellent interpersonal skills
- Ability to negotiate, collaborate and be flexible in a fast-changing environment

Note:

No agencies please.

To apply, please send either a CV and cover letter, or a short introductory video to:

tash@edinburghopenworkshop.co.uk