**Job Title: Community Coordinator – North Edinburgh Community Festival**

**Location: North Edinburgh**

**Job Overview:**

The Community Coordinator will play a pivotal role in fostering engagement, connection, and participation for the festival taking place in May 2025. You will be responsible for connecting and meeting with local schools, charities, groups, and organisations. A key focus of the role involves facilitating communication and collaboration among them, helping them identify their potential contributions to the festival, and fostering partnerships to create a larger, more impactful event that benefits everyone involved. You will essentially be ‘joining the dots’!

**Key Responsibilities:**

Actively reach out and meet with local groups, organisations, charities and schools to encourage their involvement in the festival. Build and maintain strong relationships to ensure wide-ranging community participation.

Cultivate and strengthen relationships with local businesses, educational institutions, charities, and community organisations. Our goal is to build a robust support network that not only ensures the smooth execution of the community festival but also amplifies our reach and effectiveness in addressing community needs.

Facilitate connections between various community entities to foster collaboration and mutual support. Organise meetings to promote cooperation and shared goals.

You will organise and manage the festival parade in conjunction with local organisations. You’ll work to the creative theme and encourage as many people as possible to participate. Ensure smooth logistics and coordination on the day of the parade. You will also recruit and coordinate volunteers to assist with the parade activities.

Collect and analyse feedback from participants, attendees, and stakeholders to continually improve the festival experience. Implement changes based on community input to enhance future festivals.

**Skills and Qualifications:**

This role is hands-on and it would be highly advantageous if you live or work in North Edinburgh, as well as have existing connections with local organisations, charities, and groups. While this familiarity is preferred, it is not essential.

Proven experience in community engagement, close workings with schools, young people, organisations, charities and groups from the community preferably in areas of high deprivation is essential.

You must possess outstanding verbal and written communication skills, with the capability to captivate and motivate a wide range of audiences. Comfort in engaging with various stakeholders and enthusiasm for public speaking are crucial for this role.

Exceptional leadership and organisational skills are necessary to handle multiple tasks and coordinate with various stakeholders.

You must effectively and creatively address and resolve issues.

Strong interpersonal skills and an empathetic approach are essential for working with community members from diverse backgrounds.

Understanding and respecting cultural diversity, ensuring inclusivity in all festival activities, is crucial.

**Job Breakdown**

Hands on / actively engaging with the North Edinburgh Community – 50%

Parade co-ordination – 30%

Administration – 20%

**Fee** - £4750.00 for 38 days from January to May 2025.

This may increase as more funding becomes available.

Flexible working hours with a hybrid of in-office and home working.

**Application Process:**

Interested candidates are invited to submit their CV and a cover letter detailing their relevant experience, to Adele Conn at [northedinfest@gmail.com](mailto:northedinfest@gmail.com).

Join us in creating a memorable and impactful festival that brings our community together and celebrates its unique spirit and resilience.