

## Kilmuir Community Trust

### Invitation to Tender

#### Introduction

Kilmuir Community Trust ([www.kilmuircommunitytrust.co.uk](http://www.kilmuircommunitytrust.co.uk)) was established in 2020 to help our local community build a strong, inclusive and sustainable future for ourselves and for future generations. The Trust has recently taken ownership of the Village Hall, and now wish to see it used to its full potential as a community hub. Thanks to funding provided by the Mental Health and Wellbeing Fund and the Corra Foundation, we are now seeking someone who can work with us to lead on a range of community activities on a part-time self-employed basis.

#### Description of the Tasks

The Trust are looking for someone who can lead on developing a range of community activities which will help to reduce the effects of isolation in our community – especially brought on as a result of the Covid pandemic. We need someone who can help re-establish the Village Hall as an active community hub, as well as encourage people to work together as volunteers. Specifically, to carry out the following duties:

- Promote the Village Hall as a venue for a range of private, community and commercial activities, including social media and online (website) content
- Help with taking bookings, invoicing and basic book-keeping for the Village Hall
- Establish a team of volunteers who can take on the day-to-day running & management of the Hall – ensuring all necessary protocols are in place
- Work with the over-65's in the community to set up a series of regular (monthly) events in the Hall, in a way which complies with current Covid regulations
- Work with parents of pre-school children to set up a regular 'under 5's group' in the Hall
- Design, promote and run a series of outdoor events during the Spring/ Summer months which encourages people to spend time outdoors enjoying the environment of our area, and volunteering to improve our area. Examples could include: guided walks, beach cleans, litter picks, and maintenance jobs at the village hall
- Work with a sub-committee of the Trust to update and implement the Kilmuir Community Emergency Plan
- Comply with all the conditions of the funding, and provide the necessary monitoring & reporting
- Promote the work of the Trust, and encourage new membership where appropriate
- Help identify new opportunities for community activity, and work with the Trust to seek funding for these.

#### Duration

The Contract will run from February 2022 to January 2023 (with a possibility for extension, depending on funding).

#### Terms

The work would be on an 'as and when' basis with no set hours – some days/ weeks will inevitably be busier than others. We offer a payment of £20/hour, and expect the Contract will extend to approx. 400 hours (average of 8 hours/week). We will provide a laptop and mobile phone, and there will be a budget available for publicity, hall hire, equipment, etc.

#### Deadline

Please submit your CV and a short statement (no more than 500 words) outlining your relevant skills and experience, to [kilmuircommunitytrust@gmail.com](mailto:kilmuircommunitytrust@gmail.com) by **5pm on Friday 14<sup>th</sup> January**