Neach-obrach Thachartasan

Àite-obrach: Uibhist a Deas, Na h-Eileanan an Iar
Cùmhnant: Buan
Uairean: 32 uair san t-seachdain
Tuarastal: £32,000 pro rata
Sochairean: Fastaiche Tuarastail bhith-beò; rogha air peinnseinn; obair shùbailte; fòrladh bliadhnail pro-rata

Mu Cheòlas agus Cnoc Soilleir

Tha Ceòlas na phrìomh bhuidheann chultarach ann an Uibhist a Deas, ag obair gus cànan, ceòl, òran, dannsa, dualchas agus cultar nan Gàidheal a bhrosnachadh agus a thoirt air adhart. Tro phròg ram farsaing de chlasaichean, chuirmean, bhùthan-obrach, sgoiltean, thachartasan coimhearsnachd agus eile, bheir Ceòlas cothrom do dhaoine de gach aois agus eòlas a bhith a' compàirteachadh ann an cultar Gàidhealach.

An Dreuchd

Tha sinn a' siubhail Neach-obrach Thachartasan dìcheallach rianail airson a bhith an urra ri planadh, lìbhrigeadh, agus measadh a' phròg raim bheòthail aig Ceòlas agus Cnoc Soilleir. Bidh an neach a' co-obrachadh gu làitheil leis an sgioba-stiùiridh agus an sgioba chruthachail a lìbhrigeadh sreath barraichte de chuirmean, chèilidhean, bhùthan-obrach, thachartasan coimhearsnachd, agus an sgoil-shamhraidh bhliadhnail. Tha an dreuchd a' feumachdainn dòigh-obrach shùbailte a ghabhas ri uallaichean ar mìosachain thachartasan. Air uaireannan, feumar a bhith ag obair air an fheasgar agus deireadh-sheachdainnean gu cunbhalach (gu h-àraid ri linn ghreisean trang), le Ùine Dheth Na Àite (TOIL) ann a rèir poileasaidh na buidhne. Tha an dreuchd stèidhichte anns an oifis cho-roinnte againn, agus bidh feum air dòigh-obrach cho-obrachail le dealas a bhith a' compàirteachadh còmhla ri co-obraichean, luchd-ùidhe, agus a' phoball. Feumar sgilean làidir co-obrachaidh agus sùbailteachd airson cuideachadh le farsaingeachd obrach rè neo-làthaireachd cho-obraichean.

Tha an dreuchd a' tighinn fo stiùir Ceannard Cheòlais.

Prìomh Uallaichean

Planadh agus Lìbhrigeadh Thachartasan

- A' gabhail prìomh uallach airson planadh bliadhnail, ullachadh, agus lìbhrigeadh gach tachartais bho là gu là, a' fuasgladh dhùbhlan, agus a' dèanamh cinnteach gun tèid gnothaichean gu rèidh.

- An urra ri rian gach tachartais—a' gabhail a-steach ionadan, solar bìdhe, còmhdhail, agus cuid oidhche—agus a bhith nad phìomh neach-conaltraidh ri luchd-solair, luchd-ciùil, agus compàirtichean.
- A' gabhail ri iomairt 'Gach Latha' aig Bòrd na Gàidhlig ann an obair làitheil.
- An urra ri bhith a' cur suas agus toirt sìos thachartasan, a' gabhail a-steach stiùireadh luchd-saor-thoileach agus luchd-obrach geàrr-ùineach.
- A' gabhail ri clàraidhean agus tiocaidean gu rianail, a' gabhail a-steach chùmhnantan, fhàirdealan, òrdaighean ceananchd, agus EDI/aithisgean dàta chompàirtichean.
- A' cruthachadh agus ag ùrachadh susbaint mhargaidheachd airson làrach-lìn, nam meadhanan sòisealta, agus chuairt-litrichean aig Ceòlas agus Cnoc Soilleir, agus a bhith a' gabhail os làimh conaltradh leis na meadhanan a leudachadh àireamhan luchd-èisteachd agus compàirteachadh na coimhearsnachd.
- An urra ri bhith a' co-òrdanachadh siubhail, cuid oidhche, agus clàran-ama luchd-ealain, oidean, agus chompàirtichean eile, a' dèanamh cinnteach gum faigh iad conaltadh soilleir blàth.
- A' togail dheagh dhàimhean làidir le luchd-ealain, buidhnean coimhearsnachd, agus luchd-ùidhe a dhèanamh cinnteach gun soirbhich pròiseactan co-obrachail agus tachartasan aig a bheil maoineachadh on taobh a-muigh.

Tuairisgeul Phearsanta

Riatanach

- Deagh spèis dhan Ghàidhlig agus a cultar
- Eòlas air co-òrdanachadh thachartasan agus phròiseactan
- Deòin a bhith ag obair uairean sùbailte, mar as fheudar
- Eòlas air obair le raon farsaing de dhaoine, mar luchd-ealain, solaraichean, saor-thoilich, no compàirtichean coimhearsnachd
- Sgilean eagrachaidh agus aire air mion-fhiosrachadh
- Sgilean conaltraidh agus sùbailteach
- Sgilean eagrachaidh agus stiùireadh-ùine
- Sgilean làidir labhairt agus sgrìobhaidh
- Comas a bhith ag obair fo do stiùir fhèin, le dìcheall.

Buannachdail

- Eòlas ann an roinn nan ealain, cultair, dualchais, chiùil no coimhearsnachd.
- Eòlas air cultar, ceòl, òran agus/no dannsa Gàidhealach
- Sgilean Gàidhlig
- Cead Dràibhidh agus cothrom air còmhdhail.

Events Facilitator

Location: South Uist, Outer Hebrides
Contract: Permanent
Hours: 32 hours
Salary: £32,000 pro rata
Benefits: Living Wage Employer; pension opt-in; flexible working; annual leave pro-rated

About Ceòlas and Cnoc Soilleir

Ceòlas is a leading Gaelic cultural organisation based in South Uist, dedicated to promoting and developing Gaelic language, music, song, dance, heritage and culture. Through a programme of classes, concerts, workshops, festivals, community activities and special events, Ceòlas provides opportunities for people of all ages and backgrounds to engage with Gaelic culture.

The Role

We are seeking an enthusiastic and highly organised Events Coordinator to lead the planning, delivery, and evaluation of Ceòlas and Cnoc Soilleir's vibrant year-round programme. You will collaborate daily with our management and creative teams to deliver exceptional concerts, cèilidhs, workshops, community activities, and the annual Summer School. This role requires a flexible working approach to meet the demands of our events calendar; regular evening and weekend work is required (particularly during peak periods), with Time Off In Lieu (TOIL) provided when required in line with organisational policy. This role is based within our shared office environment, requiring a collaborative approach to teamwork and a passion for working directly with colleagues, partners, and the public. Strong collaboration skills and flexibility to temporarily handle varied tasks during colleague absences.

The role is line managed by Ceòlas' Ceannard.

Key Responsibilities

Event Planning and Delivery

- Lead the annual planning, timelines, and on-the-day delivery of all events, ensuring smooth operations and swift problem-solving.
- Manage all event logistics—including venues, catering, transport, and accommodation—while acting as the main point of contact for suppliers, performers, and participants.
- Embed Bòrd na Gàidhlig's Gach Latha ethos in daily operations.
- Oversee event setup and teardown, including the coordination of volunteers and temporary event staff.

- Manage registrations, ticketing while maintaining accurate documentation, including contracts, invoices, purchase orders, and EDI/audience reporting data.
- Create and update accurate promotional content for the Ceòlas and Cnoc Soilleir website, social media, and newsletters, alongside handling local media liaison to boost audience development and community participation.
- Coordinate all travel, accommodation, and scheduling arrangements for artists, tutors, and visiting participants, ensuring they receive clear, welcoming communications.
- Build strong, positive working relationships with artists, community groups, and partners to successfully deliver collaborative projects and externally funded events.

Person Specification

Essential

- A positive attitude towards Gaelic language and culture
- Event & Project Coordination
- Willing to work flexible hours when required
- Experience of working with a range of people, including artists, performers, suppliers, volunteers or community partners.
- Organisation & Attention to Detail
- Communication & Adaptability
- Excellent organisational and time-management skills.
- Strong verbal and written communication skills.
- Ability to work independently and use initiative.

Desirable

- Experience working within the arts, culture, heritage, music or community sectors.
- Knowledge of Gaelic culture, music, song and/or dance.
- Gaelic language skills.
- A driving licence and access to transport.