



Job Description:

Celebration Event Planner

(Freelance role, Fixed price £1,200, delivery in February 2026)

Our Aims

The Glenkens & District Trust has been disbursing community benefit monies for over seven years and is planning to hold an event in February 2026 to celebrate the value brought by these monies to the wider Glenkens & District communities over this time.

None of this would have been possible without the hard work and passion shown by our community groups across the area and the people who live here.

Grounded in the Community Action Plans these monies have been used to address community priorities and have made a real difference. However, we have recognised that, as we move into a refresh of the Glenkens & District Community Action Plan, we are often too focussed on delivering for our communities that we don't take time to celebrate what has been done, share knowledge, expertise and learning and above all, enjoy each other's company

.

Celebration Event

The aim of the event is to showcase what has been achieved, learn from each other and demonstrate that the next version of the Community Action Plan is built on robust foundations.

It will ensure that people and key organisations are aware of the value that the Glenkens & District Community Fund has brought to the area, how monies are utilised and the work that our community groups have done to achieve the objectives in our Community Action Plans. It will also provide information on how to apply to the fund and how monies are utilised and this element will be supported by Foundation Scotland who are a key partner to GDT in this work

The format will be in the style of a fair and the current thinking is that this will be open from 3.30 to 7.30 on a weekday evening in early February to encourage a wide range of attendees. We want the event to have stalls from a wide range of community groups who will demonstrate how they have used the community benefit monies, the difference they have made, how their work has aligned to the Community Action Plan, and what would not have happened had these monies not been available. We also want short videos from participants that will be available on the Glenkens & District to facilitate information sharing.

Overall Role and Accountability

This freelance post of Celebration Event Planner will take the lead on planning, delivering and evaluating the Fair in accordance with the plan above. You will be responsible both for effective public advertising to boost attendance from local people but also current and potential funders and for coordinating and facilitating the community groups stalls at the event. Information on these will be provided by GDT and their partner Foundation Scotland. It is anticipated that the successful applicant will have good knowledge of the area and be able to utilise their own links and contacts.

Hours will be flexible and for the successful candidate to manage within the contract price. You will be expected to manage your hours sensibly to fulfil the job description. Planning will be carried out at home. Travel to meet the represented organisations may be beneficial, but not essential and any travel costs will need preapproval from the Event Steering Group.

The client for this role will be the Event Steering Group comprising Fiona Smith, Morag Paterson, Matthew Shedden and Sam Bramwell

Responsibilities

- Plan and deliver a Celebration Event that meets the expectations of the communities and GDT.
- Attend the Celebration Event as the host and facilitator. Be the face of the Fair, on behalf of GDT.
- Encourage community groups to take up tables and provide engaging materials. A small grant may be available for them to produce materials, and this will be discussed and agreed with the successful applicant at the set-up meeting.
- Inform current and prospective funders about the event and consider who else should be invited, in consultation with the Steering Group.
- Ensure good external publicity to encourage a good turnout on the day.
- Arrange any catering.
- Prepare short videos by participants on the day that will be available post event.
- Carry out end-of-grant evaluation.

To support this, you will:

- Use GDT and Glenkens Hub channels to raise public awareness of the Event, as well as our partners' networks.
- Work with Sam Bramwell in Foundation Scotland to create a web page to record the event and link this to the Glenkens Hub.
- Create short photo/bio case studies of groups, to help with publicity and to display on the day.
- Plan catering options to attract attendees.
- Encourage local procurement of any consumables.

On the day:

- Take short videos of all stallholders summarising what difference the funding has made, information on their project and what would have been the situation if the funding was not available. Work with Sam to host those videos permanently on the Glenkens & District website after the event.
- Write an article in the Glenkens Gazette April May issue – deadline early March.
- Create the draft End of Grant evaluation report on progress for the Steering Group
- Manage and plan within the project budget to be agreed at the initial meeting. This budget will provide for venue costs, materials, travel, catering etc.
- Attend regular client meetings with the Steering Group.

Details

- A fixed-sum contract of £1,200
- Payment in arrears by invoice, on agreed schedule.
- Start date: As soon as possible in December
- End date: 31 March 2026 (allowing for close-out)

Application

- Send your CV. with covering letter setting out your experience, why you want the role and how you would deliver it to info@glenkenstrust.org by 12 December 2025.
- Please provide the name of two references.