



Recruitment Pack: Project Administrator – Seachdain na Gàidhlig

Background Information

With support from Bòrd na Gàidhlig, Hands Up for Trad will facilitate and present **Seachdain na Gàidhlig**, a brand new initiative that brings together stakeholders, partners, the Press, Schools, social media influencers, participants and audiences from across the world to celebrate our Gaelic language. **Seachdain na Gàidhlig** will include a coordinated network of activities taking place across Scotland and also internationally in the weeks leading up to and including **21st - 27th March 2022**

Seachdain na Gàidhlig is the first official gaelic language and culture week to be held in Scotland. Similar to Seachdain na Gaeilge in Ireland and Mios nan Gàidheal in Cape Breton, the week aims to promote Gaelic for all, with official events and community initiatives. It will provide the opportunity for both Gaelic speakers and those without the language to take part in a way that suits them, both here in Scotland and further afield.

Established to promote and develop Gaelic language and culture, **Seachdain na Gàidhlig's** three main aims are:

- Increased uptake and participation in Gaelic Language usage
- Increase the learning of Gaelic
- Promote a positive image of Gaelic

The week will contain two main strands: an Official Programme of Events, containing a timetabled programme of organised interviews, performances and conversations, executed in partnership with collaborators from across a range of sectors. These will be a mixture of in person and online events (Covid-19 restrictions dependent) that will provide a platform for Gaelic speakers to connect with wider actual and virtual communities.

This will be accompanied by a programme of local events, supported by a tool kit of resources, that will allow community groups, local authorities, schools, libraries and various organisations to become involved at community level.

Role Summary

This is an exciting opportunity for a project administrator to be part of this brand new initiative. The successful applicant will work closely with Joy Dunlop (**Seachdain na Gàidhlig's** Director) Chris Hunt (**Seachdain na Gàidhlig's** Marketing Manager) and Persephone Nichol-Bose (Hands Up for Trad's Development Manager) and will utilise a full range of creative, administrative and communicative skills in assisting the project development and management, helping to drive **Seachdain na Gàidhlig** forward in 2022.

Responsibilities

1. Assist The Director, to deliver **Seachdain na Gàidhlig**, working with high level partners and organisations through to community groups and individuals.
2. Assist The Director, in developing and maintaining collaborative relationships with existing stakeholders whilst also establishing relationships with other partners groups, local authorities, organisations etc.
3. Establish and maintain contact with schools and colleges across Scotland, providing them with information about **Seachdain na Gàidhlig** with the objective of securing their involvement.
4. Translate a wide range of copy and text, including promotional and press materials (English - Gaelic/Gaelic - English).
5. Attend regular meetings as required and feedback progress regularly to Hands Up for Trad team.
6. Help deliver **Seachdain na Gàidhlig's** marketing and audience development activities including assisting in the delivery of digital campaigns as directed.
7. Engage with digital technology for the purposes of audience development, including updating and maintaining website and all social networking platforms as directed.
8. Contribute towards evaluation reports and documents.

Skills and Experience

1. A fluent Gaelic speaker with excellent, consistent bi-lingual verbal and written communication skills
2. Able to demonstrate and maintain a passion for and an informed creative response to **Seachdain na Gàidhlig**
Excellent consistent interpersonal skills across a range of potential partners including Schools.
3. Ability to collaborate within a small team and work proactively and flexibly often to tight deadlines.
4. Experienced with digital technology and its uses in marketing and audience and project development
5. Excellent planning and organisational skills and IT skills

Job Details

Title: Project Administrator

Reports to: the Director

Key Relationships: The Director, Marketing Manager and Development Manager

Type of Contract: Freelance

Place of Work: at home

Fee: £2,400

Payment Schedule:

1. End of January 2022 - £600
2. End of February 2022 - £600
3. On conclusion of project and evaluation £1,200

Key Dates

Start: January 2022

Schools Engagement and Project planning: January 2022 (on a mutually agreeable basis)

Exclusive availability: 23rd -27th March

Evaluation: April 2022

How to apply

Please email a copy of your most recent CV along with a 2 copies of a supporting letter (500 words - 1 written in Gaelic and 1 written in English) to persephone@handsupfortrad.co.uk.

Closing date - **Friday 10th December**.

Your supporting letter should cover:

1. What interests you about **Seachdain na Gàidhlig** and why you feel this project is important?
2. What skills do you bring to **Seachdain na Gàidhlig** which align with the role description above?
3. How would you approach Schools to participate in and engage with **Seachdain na Gàidhlig**?

Le Taic Bho

