



The Ridge (Scotland) CIC  
40A High Street  
Dunbar  
East Lothian  
EH42 1JH

## Job Description

### Community Engagement – Project Manager – Black Bull Close Development Phase 2

#### General

The Ridge (Scotland) CIC is a Community Interest Company, with social aims around delivering support and training in practical skills. We also aim to develop skills and expertise which will support the rescue and restoration of our local built heritage.

As part of this, we are delivering a project within the Black Bull Close buildings. Over the Summer, we delivered a wide range of community engagement events alongside works to clear the Close buildings and to explore the Archaeology. We want to build on the momentum of this highly successful first phase, to generate an even greater level of involvement locally, in unearthing more of this fascinating aspect of Dunbar's historic town centre.

We want to support the development of knowledge and understanding around how people locally used to live, and to encourage people to explore this in imaginative and exciting ways. We are especially keen to engage people who wouldn't normally be drawn to getting involved in 'heritage' projects.

This temporary part time role is vital in building on the great work to date, in delivering an outward-facing and inclusive community-focused project. There will be a strong emphasis on engagement with groups and individuals, and on communicating a sense of excitement locally and further afield about the discoveries we hope to make together and to share.

#### Duties

- To work under the instruction of the Managing Director, to deliver the objectives of the project
- To plan and lead on a structured programme of activities and events, engaging individuals and groups in the ongoing work on Black Bull Close and in uncovering its history
- To manage volunteers to deliver this programme, supporting them to plan and record effectively
- To liaise with external organisations where appropriate eg local schools, museums, day care centres, businesses
- To work with Archaeologists to ensure that the site is treated appropriately and that finds are handled and curated according to their instructions
- To liaise with other Ridge staff to develop plans for effective involvement of existing clients and volunteers.
- To promote the project via social media, website, local and national press and any other appropriate outlets
- To oversee the production of a high quality photographic documentary archive recording the site over the period of the project, and to upload this to (and maintain) a publicly available digital platform.
- To create materials (printed and digital) in support of learning opportunities, and to support eg schools in their use
- To run local community engagement events
- To report immediately any serious issues to the Managing Director
- To make yourself aware of and to act in compliance with Ridge policies and procedures.

The person appointed must:

- Have an understanding of and commitment to the Ridge's aims and objectives
- Be able to work without direct supervision to deliver a range of pre agreed objectives
- Have excellent digital media skills
- Have an excellent track record in creation of high quality publicity and training/educational materials
- Have excellent communication skills and enjoy working with a wide range of people