



Wigtown Festival Company

Job Description: Children's and Young People's Producer

Fee

This post is offered on a freelance basis. Payment is offered at the equivalent of an annual rate of £9,600 for an average of 14 hrs per week (0.4FTE) (£26k pro rata).

The consultant is responsible for the payment of all applicable taxes and National Insurance.

The consultant may also claim mileage at 45p per mile to attend meetings, by prior agreement of the CEO.

Relationships

The Children's and Young People's (CYP) Producer will be responsible to the Chief Executive (CEO). The CYP Producer will work alongside the Young People's Engagement Officer and the Communities Director.

Travel

The post may involve travel on behalf of the company.

The Company's office is based in Wigtown, Scotland, although remote working will be considered.

Background to the Post

Wigtown is Scotland's National Book Town and the annual Wigtown Book Festival is now one of the UK's best-established literary gatherings, featuring more than 200 sessions each year for all ages, encompassing visual arts, music, theatre and food as well as literary events.

The festival draws writers and members of its audience from far and wide, while continuing to celebrate the rich history and culture of south-west Scotland. Wigtown Festival Company was established as a charity in 2007 to deliver the annual festival, and since then both the festival and its year-round engagement and educational activity has grown significantly: developing new audiences, helping writers fulfil their potential, cultivating a love of reading for pleasure in children, and providing creative opportunities for young people. The festival has won numerous awards including most recently the 2024 VisitScotland Thistle Award for Outstanding Cultural Event or Festival.

Purpose of the Post

Working closely with the Young People's Engagement Officer and the Communities Director, the CYP Producer will support the company's portfolio of activities for children and young people. You will be passionate about the difference that literature can make to young lives, supporting social development, promoting well-being and engaging in learning to become more successful in life. You will have and maintain a strong understanding of the personal development wants and needs of young people, and stay

current with literature and current affairs for children and young people (under 25s). You will be comfortable and competent in communicating with young people and keep up to date with safeguarding requirements.

The CYP Producer will work under the direction of the CEO in delivering against the organisation's aims and ambitions. This will also require regular and effective communication with all other colleagues.

Duties of the Post

Portfolio

- 1 To support the overall planning and delivery of the company's portfolio of activities for children and young people in Dumfries & Galloway, working with the CEO, Young People's Engagement Officer and the Communities Director. To ensure that, wherever possible, young people are empowered to help shape these activities.
- 2 To support the programming and delivery – in line with the company strategy, action plans and funder requirements – of our annual creative learning programme for young people (ages 14-25), offering personal development opportunities for young people across the region, and associated education programmes.
- 3 To support the programming and delivery – in line with the company strategy, action plans and funder requirements – of our annual programme of events for children and young people. This includes, but is not limited to, Wigtown Book Festival, Big DoG Schools Tour, and Big DoG Children's Festival.
- 4 To help with reporting on projects as required for funders, putting in place suitable monitoring to record project deliverables and ensuring deliverables are on target.
- 5 To support the development and delivery of the organisation's writer development programme for young people, working closely with the CEO and Young People's Engagement Officer. This may include, but not be limited to, the Compass mentoring programme.
- 6 To help maintain and develop partnerships and relationships with key organisations such as The Stove, CatStrand, Arts D&G, and Upland.

Organisation

- 7 Ensure that all tasks are planned and prepared in a timely and efficient way to ensure maximum participation and benefit, while also delivering within budget.
- 8 Liaise with the CEO and other members of the WFC team to ensure the appropriate infrastructure is in place for activities.
- 9 Liaise with volunteers to ensure venue hosts and stewards are in place for education, children's and young people's events.
- 10 Support the implementation of creative incubators with young people to develop a structure for the creative learning programme, including relevant training opportunities.
- 11 Supervise and support young people during activities as required.

12 Record meeting notes and attendance for safeguarding, due diligence and reference for monitoring and evaluation.

Marketing

13 Work closely with the Marketing and Communications Officer to develop marketing plans for activity within the children's and young people's portfolio.

14 Support programme preparation, children's and young people's programme distribution, and develop regular and effective communication with schools in Dumfries & Galloway.

Communications with Staff and Volunteers

15 Attend the weekly staff meeting and liaise regularly with the CEO and other members of the WFC team as relevant.

16 Communicate regularly, effectively and within safeguarding guidelines with the YA team and with children's and young people's volunteers.

Finance

17 Provide information as needed to the CEO for making payments.

18 Develop proposals and contribute to the preparation of the annual budget.

19 Day-to-day budget management for projects within your assigned tasks and reporting on these as required by the CEO.

Health and safety

20 Be mindful of all health and safety issues for activities within your portfolio, including the preparation of risk assessments with the support of the Festival Producer.

External Relations

21 Promote positively at all times the work of the Wigtown Festival Company both internally and to key stakeholders, sponsors, participants, audiences and other involved groups.

22 Represent the Company at external meetings as required.

General

23 Undertake any reasonable additional tasks as may from time to time be requested by the CEO or Board of Trustees. If additional training is required to carry out such duties, this will be funded by the Company.

Confidentiality

24 On no account, either during this contract or after termination of this contract, must any confidential information whatsoever, relating to the business of the Company be given to any person other than the employees of the Company or members of the Board of Trustees where necessary for the operation of the business.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A minimum of five standard grades (or equivalent), preferably including English. • Computer literate, a working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> • Formal record of additional training courses attended.
Experience	<ul style="list-style-type: none"> • Working, volunteering, or engaging in the arts. • Working with children and young people. 	<ul style="list-style-type: none"> • Use of social media and communications platforms.
Skills & Abilities	<ul style="list-style-type: none"> • Good verbal and written communication and listening skills. • The ability to build good relationships and earn trust and respect. • Good organisational and planning skills. An ability to organise, plan and prioritise workload to meet deadlines. • The ability to relate to people from all backgrounds. • Initiative, enthusiasm and motivation. • The ability to work on own initiative as well as to work as part of a small team. 	<ul style="list-style-type: none"> • An enthusiasm for and knowledge of literature, especially writing for children and young people.
Personal Qualities	<ul style="list-style-type: none"> • Articulate. • Professional manner and appearance. • Flexible and motivated. • Good time management. 	<ul style="list-style-type: none"> • Creativity, flexibility and a personal ethos of continuous improvement.