



COMMUNITY CONTENT CREATOR TRAINEESHIP PROGRAMME

Our Vision

A new generation of Gaelic media innovators in the Western Isles

We are thrilled to announce an exciting and groundbreaking collaboration between MG ALBA and community organisations in the Western Isles. In an effort to foster local talent and amplify the voices of Gaelic media content creators, we are proud to introduce the **Community Content Partnership (CCP)**. This innovative joint venture aims to provide an unparalleled opportunity for a select cohort of four Community Content Creators to join our esteemed Traineeship Programme. Through the Community Content Partnership, we are committed to supporting the growth of emerging talent within Western Isles communities, enabling them to create and showcase media content that is both relevant to their communities and bodies. This transformative initiative will also offer participants an accelerated learning experience within the context of the media industry, empowering them to work collaboratively on shared media projects. Based at one of our four host organisations located in either Lewis or Uist, our Community Content Creators will be immersed in their local communities and partner organisations, while simultaneously benefiting from the expertise and guidance of the MG ALBA team as part of a dynamic collective cohort. Together, we will shape the future of Gaelic media and celebrate the richness of the Western Isles communities through the power of storytelling and creativity.

These talented individuals will be offered 24-month contracts and will play a pivotal role in our Traineeship Programme. As "Community Content Creators" (CCCs), they will be seconded to one of four community bodies, dedicating 80% of their time to their respective organisations. This unique arrangement will allow the trainees to immerse themselves in their communities, gaining firsthand insights and crafting media content that truly resonates with the local audience.

To ensure seamless support and effective management of the Community Content Partnership, MG ALBA will also be appointing a **dedicated part-time Community Coordinator**. This coordinator will work closely with the Community Content Creators, providing guidance, assistance, and overseeing the timely and budgeted delivery of this transformative initiative.

About our Host Organisations & the Project Opportunities

Urras Oighreachd Ghabhsainn

Urras Oighreachd Ghabhsainn is one of four hosts for community content creators in the Outer Hebrides in a joint project lead by MG ALBA along with Ceòlas, Taigh Chearsabhagh and Urras an Taighe Mhòir.

UOG will work closely with community organisations within the estate area to document the activity of the community, collect stories of heritage and culture, record traditional songs and music, create social media content for all associated community organisations to publicise their work and create a functional archive of content.

The community content creator would also form part of a cohort with the other host organisations to identify the common theme in their work to contribute to a larger collaborative project.

Urras an Taighe Mhòir/ Loch Ròg an Ear

Based in the East Loch Roag area, this apprenticeship would have opportunities within both community-led and nationally acclaimed projects which are currently at an exciting design stage and include plans which will bring positive contributions to the area, enabling visitors and locals to engage with island culture past and present and the surrounding landscape.

The named projects below are amongst many local voluntary projects and events which are ideal for the creation of Gaelic media content.

Urras an Taighe Mhòir are working on the redevelopment of the former shore-station to the Flannan Isles 'An Taigh Mòr'. Plans include, in partnership with Comann Eachdraidh Loch Ròg an Ear, the creation of exhibition spaces on the Flannan Isles, lighthouse heritage and local historical archives. The project would afford great opportunities for the candidate to work with industry professionals, contribute to the community archive project and record the re-development of this historic building. Urras Oighreachd Chàrlabhaigh (UOC) purchased the Broch Visitor Centre in 2022 and is working on plans to refurbish the facility to provide visitor interpretation and services. Dùn Chàrlabhaigh is an exceptionally well-preserved Broch and is one of the main visitor attractions in the Outer Hebrides. UOC is keen to gather information and local stories to use in the interpretation of the site. The ambition is to not only interpret the archaeology but to explore the significance of the Broch to the local community over the years and the wider story of the community.

Calanais Standing Stones is one of Scotland's most remarkable and impressive monuments. It ranks very highly across a number of heritage values for its archaeological importance, its aesthetic appeal and undoubted visual impact.

Detailed design of the £6.5 exciting new facility at Calanais is still ongoing and subject to planning permission. Work is due to commence on the new site early 2024 and due to open 2025.

Taigh Chearsabhaigh

Taigh-Tasgaidh + Ionad-Ealain Taigh Chearsabhaigh | Taigh Chearsabhaigh Museum and Arts Centre champions heritage, visual arts and the Gaelic language and culture on the isle of North Uist. In our galleries and award-winning museum we offer a stimulating and dynamic programme of cultural events throughout the year for our local community and the island's many visitors.

The unique ecology and culture of the islands of Uist provide the context within which we offer a very special creative programme with a distinct sense of place.

Taigh Chearsabhaigh's in-house digital media resource, UistFilm, has produced everything from feature documentaries to music promos commissioned by Victoria & Albert Museum, BBC ALBA, Historic Environment Scotland, Northumbria University, Scottish Islands Federation, UHI, Comhairle nan Eilean Siar and many more.

Ceòlas

Ceòlas, situated in the brand new Cnoc Soilleir building in South Uist, is a charity that seeks to celebrate, promote and nurture Gaelic language, traditional music, culture and heritage across local, national and international communities. As part of our digital innovation plan, this role will include:

- Supporting the rollout of a brand-new international Gaelic community radio station – Radio Cheòlais. This will involve training in software such as Myriad Anywhere as well as training in presentation, editing and voice tracking. The role will include supporting community content gatherers as well as assisting with station scheduling, advertising and promotion of the service across social media.



- Collecting and digitally archiving songs, stories and folklore from the area to be used as part of our radio service as well as our open archive.
- Supporting Ceòlas' new streaming service. This will involve assisting with live streaming from our cèilidhs and concerts through our YouTube and social media channels.
- Developing knowledge of live sound and lighting.
- Partnership working with the other organisations involved in this project.
- Supporting with the digital content required for Ceòlas' social media pages and website.

People

Our ideal applicants will possess these core qualities:

- Prior screen experience is desirable but not essential
- Ability to operate as a tutor/mentor and knowledge of how to best support content creators
- Ability to project plan and manage deadlines
- Great people and interpersonal skills
- A passion for working within the local community and the people who make up the community
- Be a strong team player
- Be motivated and a self-starter
- Willingness to commit to learning on the job, supported by professional development and external qualifications

The Role

The Community Co-ordinator will report to the MG ALBA Operations Manager (Resources) who will oversee the Traineeship Programme and other employment related matters. Core elements of the role include:

- Working closely with the Community Content Creators
- Providing the CCC's with timely guidance, assistance, and support as necessary
- Overseeing the timely and budgeted delivery of this transformative initiative
- Seeking opportunities for training and development
- Maintaining the relationships between the community organisations and MG ALBA

MG ALBA Values

Our values are the key principles that guide the work we do. They determine our priorities and underpin the way we operate in all that we do.

Creativity

- We enable the creation of high-quality Gaelic content

Audience

- We are informed and inspired by our audience

Ambition

- We strive for and deliver excellence

Partnership

- We achieve through collaboration

Respect

- We listen; we encourage; we are fair



APPLICATION INFORMATION

Key Dates

Applications Open	26 July 2023
Closing Date	16 August, 12pm
Interviews	w/c 21 August 2023

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

Operations Manager (Resources) and Digital Engagement Officer, supported by the HR Adviser.

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).



MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade C
Salary	£30,000 per annum pro-rata (core hours of 7.5 per week with additional hours available but not guaranteed as required by the needs of the project)
Annual Leave	7 days per annum
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices and offer a childcare voucher scheme

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12-month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives. Professional qualifications are encouraged.

Gaelic

Gaelic is the working language of MG ALBA. This post requires a strong level of proficiency in the language. Support will be given to all candidates who wish to further develop their engagement with Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.



JOB DESCRIPTION

Job Title	Co-ordinator – Community Content Partnership	Grade	C	Weekly Hours	7.5
Objective	To assist in and co-ordinate the successful delivery of a new MG ALBA joint venture project (CCP) aimed at developing a new generation of Gaelic media innovators in the Western Isles. The aim of the project is to provide a unique opportunity for a select cohort of four Community Content Creators (CCP's) to join our esteemed Digital Content Traineeship Programme. Through the Community Content Partnership, we will enable them to create and showcase media content that is both relevant to their communities and bodies.				
Accountable to	MG ALBA Operations Manager (Resources) and the Steering Group (as required)				
Responsible for	<ol style="list-style-type: none"> 1. The Community Content Co-ordinator position will be for a period of 2 years and will be responsible for the co-ordination of the activities of four Community Content Creators who are based within the host organisations within the Western Isles. 2. Managing the induction programme and supporting the Operations Manager (Resources) in facilitating the two year training programme. 3. Measuring progress against goals for individuals and the collective project team 				
Working relationships	<ul style="list-style-type: none"> • Operations Manager (Resources) and other MG ALBA colleagues • Host organisation management and staff, key stakeholders and networks • Ongoing working relationship with the Community Content partnership and MG ALBA • Ongoing working relationship with outside agencies, where applicable 				
Key result areas	<ul style="list-style-type: none"> • Training and development plan for the Community Content Creators, in collaboration with the Operations Manager (Resources) • Performance Management for the Community Content Creators, in liaison with host organisations • Facilitation of Steering Group activities and events 				
Key tasks	<ul style="list-style-type: none"> • Plan and deliver induction programme, make content creators feel welcome • Check in on a monthly basis (at least) with each content creator to discuss progress; <ul style="list-style-type: none"> ○ Ensure progress/paperwork is up-to-date ○ Support the smooth running of the programme (e.g. put in early interventions if issues arise) • Liaise with production companies and other partners to find opportunities for possible placements/training opportunities, where necessary • Liaise with community bodies • Commit enthusiastically to an accredited training programme • Commit to the use of Gaelic in the workplace 				
Risk	<ul style="list-style-type: none"> • Under the MG ALBA Model of Risk Management, Risk is seen as everyone's business. • All postholders, therefore, have a responsibly to consider risk at all times including a responsibility to report/discuss any risks, perceived risks, risk mitigations and/or issues to their line manager and/or any involved community organisations. • Up to date monthly Risk Registers will be available to view on SharePoint and postholders are encouraged to read these on a regular basis. 				
Core Skills	<ul style="list-style-type: none"> • Prior screen experience is desirable but not a core required skill • Ability to operate as a tutor/mentor and knowledge of how to best support content creators • Ability to project plan and manage deadlines • Great people and interpersonal skills • Positive approach to work • Confidence in building and developing relationships with community bodies across the Western Isles • Good time keeping • Fluency in good spoken Gaelic (support given for written competency if required) • Demonstrable interest in the work of the media sector • Good level of IT & digital literacy 				
Contract	Fixed Term – 2 years				