



Dewar Arts Awards

Supporting talented young people to overcome financial barriers and flourish in the arts.

Dewar Arts Awards Charity Co-ordinator (Part-time)

The Dewar Arts Awards is seeking to appoint a new Charity Co-ordinator to continue its important work to support talented young people in Scotland. This is a key role reporting directly to the Chair and working closely with the Vice Chair, Trustees and the applicants seeking support from our fund. Trustees are seeking to appoint a candidate who will be an excellent ambassador for the Awards.

Established in 2002 by the then Scottish Executive (now Scottish Government), the Dewar Arts Awards were formed with a one-off award of £5 million as a tribute to Scotland's first First Minister, Donald Dewar. Since then, the Awards have supported more than 1300 young people who need financial support to develop their talent in any art form.

Role overview

The Charity Co-ordinator role is vital, providing the first point of contact for all candidates applying for an Award. The Charity Co-ordinator reports to the Chair and liaises with other Trustees on specific issues. While day-to-day duties are carried out remotely, attendance is required for main Trustee meetings, meetings with professional and service providers and on other occasions as deemed necessary by the Trustees.

The role is highly flexible and rewarding, ideal for someone who enjoys variety, thrives on organisation and has strong administrative, financial and inter-personal skills. The role is ideal for candidates with experience working in Scotland's Cultural or Creative Sectors or in Education, Charity, Youth Work or Grant Giving.

As the work of the Dewar Arts Awards is focused in the Central Belt, it is likely to be of interest to candidates living in this area who can attend meetings (generally in Glasgow or Edinburgh) within a 2-hour travel time.

Key Responsibilities

Managing Receipt and Review of Nominations

Handle nominations received by email, prepare applications for Trustee meetings, circulate required financial and communication papers, notify applicants of decisions, and update partner organisations.

Managing Awards

Setting up paper and electronic files for successful awardees, arranging payment of awards (primarily by BACS), keeping accurate records, and following up each year with successful awardees to secure annual/final reports

Trustee Meetings

Organising four Trustee meetings each year in Glasgow or Edinburgh, securing venues and catering, scheduling meetings, and creating agendas in consultation with the Chair of Trustees. The role also includes progressing matters arising, promptly producing and circulating minutes, preparing AGM documentation, and ensuring the Annual Report & Accounts are ready for approval at the August meeting.

General Administration

Respond to enquiries, maintain award schedules, submit signed accounts to OSCR, liaise with advisers, manage tenders, maintain backups and statutory registers, purchase supplies, and ensure timely invoice payments, in adherence with GDPR.

Skills, experience & personal attributes

- Excellent standard of education (e.g. degree or relevant experience)
- Excellent standard of spelling and grammar
- First-class communicator (and listener), self-starter with a motivated and flexible approach
- Strong financial/administrative skills
- Excellent organisational skills / strong multi-tasking
- Good understanding and experience with social media platforms, e.g., Instagram, Facebook, LinkedIn.
- Proficient in Microsoft Office (MS Project, Word, Excel, PowerPoint)
- A passion for creativity and problem-solving
- Excellent attention to detail
- Friendly, energetic and enthusiastic with a can-do attitude and commitment to learning new skills.

Terms and conditions

- The role is based in Scotland and is remote
- The salary, which is normally reviewed annually, is £23,000 per annum
- The role is part-time, requiring, on average, 17.5 hours per week worked flexibly. The workload is not consistent across the year, with some periods being much busier than others
- 15 days/105 hours holiday entitlement, inclusive of bank holidays. These can be taken flexibly in agreement with the Chair of Trustees
- Contract: 3-months' notice
- Probationary period – 3 months
- Offer of employment is subject to two satisfactory references, Disclosure Scotland check, and right to work in the UK

Application and interview process

A covering letter and CV should be submitted to Barry Crawford at hello@frank-hr.com. Please email if you would like to speak about the role before applying.

Closing date for applications is Friday 26th June.

In-person interviews are scheduled for Thursday 9th July in Glasgow city centre.

Dewar Arts Awards is an equal opportunity employer, and we are committed to diversity and inclusion in the workplace. We welcome and encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, disability, or any other protected status.

Connect with the Dewar Arts Awards

Website: <https://www.dewarawards.org/>

LinkedIn: <https://www.linkedin.com/company/dewar-arts-awards>

Instagram: <https://www.instagram.com/sprenghomson/>

Facebook: <https://www.facebook.com/DewarAwards/>

Strictly no agencies.