



CABN Catalyst (Engagement)

Fixed Term, Freelance Role

Engaged by the Southern Uplands Partnership as part of the delivery of 'CABN Emerge'

Period of work: 10 February – 31 August 2025

15 hours/ 2 days per week, up to maximum of 58 days, worked flexibly

Place of work: Home/ Office of Southern Uplands Partnership (Lindean Mill, Scottish Borders)

Pay rate: £175/day, £10,150 maximum total fee

Summary of Role and Purpose

The CABN Catalyst (Engagement) will co-design, deliver and evaluate CABN's engagement programme - including events, workshops and sector 'meet ups' between February and August 2025. To achieve this, they will work together with the CABN Catalyst (Communication), the network of freelance CABN Advocates and SUP's Development Manager, currently acting as CABN Programme Manager on behalf of the Southern Uplands Partnership.

This role will, additionally, act as a point of contact for creative individuals in the Scottish Borders and will provide signposting to support and advice available through the CABN programme, or to other organisations and sector support bodies as appropriate.

The CABN Catalyst (Engagement) will also feed in to the 'CABN Transition' work being led on by the Programme Manager - supporting facilitation of steering group workshops and contributing to work being undertaken to support CABN's next steps.

Key Responsibilities

- **Work with CABN Catalyst (Communication), CABN Advocates and CABN Programme Manager to design and deliver a programme of events and activities** which support, inform and nurture creative businesses, individuals and organisations.
- **Monitor and evaluate programme activities** to ensure they are delivering what the network needs, feed into project reporting overall and liaise with the Catalyst (Communication) on updates to the network.
- **Deliver against event and activity budgets** with the support of the Programme Manager.
- **Input to and support delivery of CABN Transition events and activity** with the support of the Programme Manager.

About CABN

CABN – Creative Arts Business Network, supports the professional creative sector in the Scottish Borders, with a focus on creative micro-businesses across all artforms. We also engage with, and provide support to, sectoral organisations and community groups and work with a range of partners to develop further opportunities.

CABN is in a period of transition - it is currently a non-constituted network which is hosted by The Southern Uplands Partnership. In 2024, funding was secured through Creative Scotland Open Fund to allow the CABN freelance team to deliver a programme of activity and carry out scoping work for next steps for the network. Over the period of February to August 2025, this work will

CABN Catalyst for Engagement, a Creative Scotland funded project delivered through the Southern Uplands Partnership (SUP).

continue – the programme will be managed by Southern Uplands Partnership, with advisory support from Creative Scotland and Scottish Borders Council and delivered by the CABN Catalyst freelance roles.

For more information about the work of CABN please see the website [CABN - Creative Arts Business Network, Scottish Borders](#).

Person Specification: Skills and Experience

ESSENTIAL

- A minimum of 3 years professional experience of working in arts or culture, either in an organisation or freelance capacity.
- Experience of producing events and workshops.
- Strong project management skills.
- Knowledge of the arts and cultural sector in the Scottish Borders.
- Experience of working in partnership with others in the private, public and third sector.
- Excellent inter-personal and communication skills.
- Good organisational, administrative and financial management skills, with the ability to prioritise and time manage effectively.
- A flexible working approach, with the ability to work under own initiative and collaboratively.
- Excellent IT skills – including Microsoft Office packages.

DESIRABLE

- An understanding of issues and challenges around access to and engagement in arts and creative activities and how to overcome barriers to deliver change.
- Degree or higher qualification in a relevant field.
- Driving Licence and access to transport.
- An enthusiasm for the transformative power of creativity and culture in a rural area to address social, environmental and economic issues.

We welcome applications from all people and encourage those from under-represented groups and those marginalised due to race, gender, sexuality, age, class, and/or disability.

To apply please email recruitment@sup.org.uk, Southern Uplands Partnership (CABN Emerge Programme Manager), with a CV and covering letter (up to 2 pages). We are also happy to accept video recorded cover letters accompanying a CV.

Closing date: Friday 17th January 2025 at 5.00 pm

Interviews are expected to take place week beginning 27th January 2025

If you would like to speak to the Programme Manager in advance of applying please get in touch through the recruitment email and we'll be happy to arrange this. If you would like a large format copy of this information or have any other access requests please contact recruitment@sup.org.uk.