

## Interested in heritage, community and social enterprise? Join the POP Shop team as Coordinator for our new project - Convalescent Coast



POP Shop CIC is a small, ambitious community interest company based in Dunoon, Argyll and Bute. We use heritage, storytelling, and social enterprise to connect people to the place they live and with each other. Our work sits at the intersection of history, health, and community development, with a close eye on sustainability and environment.



Convalescent Coast is a new exciting project which brings together people, place and pop! Funded by The National Lottery Heritage Fund – with thanks to National Lottery players – the project will explore Dunoon's Victorian heritage through community research, oral history, heritage walks, interpretation and soft drinks making. We are looking for someone to help us make it happen and offering a new part-time role to help develop and deliver the project with us.

This is a hands-on, varied role in a small and supportive team. You may have previous experience in community, enterprise or heritage work – but we don't expect one person to come with all skills needed. We can offer training to bring you up to speed, and there will be plenty of opportunity to learn on the job. You will work with local people, community partners, volunteers, and students, and coordinate our research activities and events, and help build something that will have a lasting impact on Dunoon's heritage sector. You will be based mainly in Dunoon and able to work in our office – the POP Shop – on Hillfoot Street. We are open to discuss flexible and hybrid working, although you will need to be able to support the occasional evening or weekend activity.

If you are organised, curious, and care about communities and place, we would love to hear from you. With an interest in community-based work, a passion for people and heritage, and desire to put your communication and digital skills to work in a new and exciting project – this might be the opportunity you were looking for!

### How to Apply

Please send a CV and covering letter of no more than two pages explaining how your experience and skills match the role.

In addition, please include a response to each of the following questions. Your response to each should be 200 words or less:

- What you think the biggest challenge of this role would be?
- Describe a specific project or activity you have coordinated or participated in. What was your role and what did you learn from it?
- What do you know about Dunoon or the Cowal area, and why does this role interest you?

Interviews will be held in Dunoon during the w/c 20<sup>th</sup> July 2026 and will include an in-person challenge (we'll tell you about it in advance). We may also conduct an initial interview online as part of the selection process.

We are committed to inclusive recruitment. If you have any access requirements or would like to discuss the role before applying, please get in touch ([admin@popshop.scot](mailto:admin@popshop.scot)).

**The deadline for application is 4pm, Monday 13<sup>th</sup> July.** Applications should be sent by email to [admin@popshop.scot](mailto:admin@popshop.scot).

# Job Description

## Project Coordinator – Convalescent Coast

POP Shop Enterprises CIC | Fixed-term 16 months | 3 days per week



## Role Summary

|                   |  |
|-------------------|--|
| <b>Position</b>   | Project Coordinator  |
| <b>Employer</b>   | POP Shop Enterprises CIC   |
| <b>Contract</b>   | Fixed-term, 16 months  |
| <b>Salary</b>     | £33,000 per annum FTE (pro rata).<br>Actual salary £19,800 per annum at 0.6 FTE.   |
| <b>Hours</b>      | 3 days per week (0.6 FTE). Flexible arrangement of contracted hours across the week considered, within normal working hours. |
| <b>Location</b>   | Dunoon, Argyll & Bute. Hybrid working available by agreement.  |
| <b>Reports to</b> | Project Directors – Manda Forster and Hannah Clinch  |
| <b>Probation</b>  | 4 months, with structured monthly reviews  |

## About the Project

Convalescent Coast is an 18-month community heritage project delivered by POP Shop Enterprises CIC, funded by The National Lottery Heritage Fund. The project runs from June 2026 to October 2027 and is based in Dunoon, Argyll & Bute.

The project explores Dunoon's Victorian heritage – including convalescence, temperance, tourism, and soft drinks production – through participatory research, heritage interpretation, and drink-making. It responds directly to the Dunoon and Kirn Local Place Plan, which identified fragmented heritage provision and underutilised archives as barriers to inclusive regeneration.

Work is organised across three interconnected activity streams:

- Stream A: Connecting Heritage – partnership development, the Dunoon Heritage Network, and training local heritage guides
- Stream B: Participatory Research – archive research and oral history collection
- Stream C: Heritage Interpretation – heritage talks, walking tours, digital mapping, product development, and a public celebration event at Dunoon Pier

Key partners include Dunoon Community Development Trust, CHARTS, the University of Strathclyde, and Scotland's Rural College (SRUC).

## Role Purpose

The Project Coordinator is the primary delivery role for Convalescent Coast. Working closely with the Project Directors, you will coordinate activities across all three streams, support participants and partners, create digital content and communications, and ensure project outputs are delivered to a high

standard. This is a varied, hands-on role that sits at the intersection of heritage, community development, and social enterprise.

## Key Responsibilities

### Project Management and Administration

- Support project set-up, planning, and community engagement processes
- Coordinate project communications, social media, and promotional activities
- Maintain project records, attendance data, and monitoring systems
- Prepare quarterly progress reports and contribute to final project reporting
- Coordinate logistics for meetings, workshops, and events

### Stream A: Connecting Heritage

- Recruit and support participants for the project steering and learning group
- Coordinate quarterly steering group meetings and document outcomes
- Support delivery of Heritage Network workshops in partnership with CHARTS and Dunoon Community Development Trust
- Coordinate training for five local heritage guides and support development of tour materials
- Manage stakeholder relationships and liaise with partner organisations

### Stream B: Participatory Research

- Recruit and manage participants for archive research and oral history activities
- Support monthly research sessions with volunteers
- Coordinate oral history interviews, including equipment, consent, and transcription
- Develop training materials and support volunteer skills development
- Manage digital data and prepare materials for the project archive

### Stream C: Heritage Interpretation

- Coordinate heritage talks, walking tours, and garden tours
- Support participatory drink-making workshops and heritage product development with SRUC
- Work with participants to develop Green Map content including locations, images, and audio stories
- Liaise with Dunoon Grammar School Gaelic students on bilingual interpretation content
- Support production of shortform films and digital content with Dunoon Film Festival

### Evaluation

- Implement the evaluation framework and data collection methods
- Gather participant feedback and maintain monitoring records
- Contribute to interim and final evaluation reporting

## Person Specification

| Essential   | Desirable   |
|---|---|
| <ul style="list-style-type: none"><li>• Experience coordinating community projects or heritage / place-based activities</li><li>• Excellent written and verbal communication skills</li><li>• Strong organisational skills and attention to detail</li><li>• Confident with digital tools including social media, digital mapping, Microsoft Office, and databases</li><li>• Ability to work independently and collaborate with diverse stakeholders</li><li>• Understanding of or genuine interest in heritage, local history, or community development</li><li>• Flexibility to work occasional evenings or weekends for events</li><li>• Current driving licence and access to a vehicle (desirable due to rural location)</li></ul> | <ul style="list-style-type: none"><li>• Experience working with volunteers or facilitating participatory activities</li><li>• Knowledge of archive research methods or oral history practice</li><li>• Understanding of the Scottish heritage sector and funding landscape</li><li>• Film and content creation experience</li><li>• Experience with evaluation and impact measurement</li><li>• Knowledge of Dunoon, Argyll &amp; Bute or rural Scottish communities</li><li>• Gaelic language skills (any level)</li></ul> |

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*POP Shop Enterprises CIC is a community interest company registered in Scotland. Convalescent Coast is a project funded by The National Lottery Heritage Fund.*