

One Island. Many Voices. Shared Future.



TOC of the Town • Freelance Project Manager

We're looking for a freelance, highly organised, energetic Project Manager / Coordinator to drive the engagement programme and coordinate TOC activity from mobilisation through to submission.

Bute has been shortlisted for UK Town of Culture 2028. **TOC of the Town — One Island. Many Voices. Shared Future.** is the island-wide process through which we'll build the final bid.

The role

Working closely with the CEO of Rothesay Pavilion as Creative Lead and a wider editorial team, Bute's communities and stakeholders, you will:

- turn the engagement plan into a clear week-by-week programme and keep it moving
- recruit, brief and support a network of TOC Conversation Hosts across Bute
- coordinate community conversations, events, outreach and other opportunities to participate
- ensure engagement reaches beyond the usual organisations and voices
- coordinate the collection and recording of contributions through the agreed systems
- monitor participation and identify geographical, demographic or sector gaps needing further outreach
- maintain the central stakeholder/contact process, ensuring information is handled consistently and appropriately
- coordinate practical activity with communications, media and project partners

- keep the Editorial Team supplied with organised evidence, emerging themes and programme ideas
- maintain a simple project dashboard covering activity, participation, gaps, actions and deadlines
- keep the project firmly on track for submission on 30 November 2026

Who we need

An experienced freelance project manager:

- ▲ Confident working independently, brilliant with people, adept with digital tools and platforms (Microsoft Exchange, Teams and SharePoint specifically), able to manage multiple moving parts and turn a plan into action with ease.
- ▲ Experience of community engagement, events, campaigns or project delivery is valuable. Knowledge of Bute is a must — the ability to organise, communicate and deliver at pace is essential.

This is a short, intensive assignment with a clear objective: help Bute have the widest possible conversation about its future, and turn that participation into usable evidence for an ambitious, credible Town of Culture bid — submitted on time and on budget.

The Details

Freelance contract to 30 November 2026

Time: Minimum 14 hours per week, worked flexibly

Base: Pavilion Annex, Bank of Ideas, 17 High Street

Location: **Isle of Bute — hands-on, community-facing role, not suitable for remote working**

Apply via <https://rothesaypavilion.co.uk/opportunities/>