



## Job Description

**Job Title:** Community Engagement & Events Lead

**Salary:** £24,638 pro rata rising to £26,500 pro rata 1st April 2026

**Hours of Work:** 20 hours per week

**Location:** Aberdeen City and Aberdeenshire

**Annual Leave:** 30 days Annual Leave

Permanent role following a 3-month probationary period and subject to funding

You will typically work from home (laptop & mobile phone provided) with in-person meetings and event hosting across the Northeast.

Regular travel throughout Aberdeen and Aberdeenshire is an expectation of the post.

Working days are flexible, to be discussed with your line manager. Tuesday is a core working day. Some evening and weekend work is required to attend events.

This job description describes the practical purpose and main elements of the job. It is a guide to nature and the main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

### **About Us:**

- Dates-n-Mates is Scotland's national friendship and dating charity run by and for adults with a learning disability, tackling social isolation and loneliness by connecting people in Aberdeen and Aberdeenshire.
- Our work is underpinned by a Human Rights based approach using the PANEL principles. (Participation, Accountability, Non-Discrimination, Equality, Empowerment & Legality)
- We are a member-led organisation, encouraging active involvement from members in planning & decision making.

Registered address: Dates-n-Mates, Melisa House, Brand Place, G51 1DR. Tel: 0141 427 2957

Company Number: SC748522 Charity Number: SC052107



- We listen to the experiences/wishes of members and respond, ensuring that our members experience equal rights and maximize opportunities to have meaningful relationships.
- We support our members to challenge discrimination.
- We promote social inclusion, confidence & independence through social events and workshops for our members in quality establishments increasing opportunities to make meaningful connections with others.

### **About the role:**

The Community Engagement & Events Lead will work across Aberdeen and Aberdeenshire to strengthen the work of Dates-n-Mates and facilitate opportunities for people with a learning disability to develop and maintain new friendships/relationships with others in their community.

### **Role Responsibilities**

- Plan and deliver a monthly program of accessible social events across Aberdeen and Aberdeenshire for Dates-n-Mates members.
- Co-facilitate workshops for members and partner organisations.
- Promote the benefits of Dates-n-Mates to prospective members, external organisations and other potential stakeholders in and around Aberdeen.
- Develop beneficial relationships with local organisations and individuals.
- Support, encourage, and empower members to develop sustainable friendships.
- Encourage volunteering and skills development opportunities for members of Dates-n-Mates, recording & recognising their contributions.
- Responsible for production of local communications materials in print and online.
- Maintain accurate records including the membership database and event planning documents and contribute to local case studies.
- Work in line with our volunteer strategy, alongside our Operational & Volunteers Lead to co-ordinate and support local event volunteers.
- Communicate effectively with Dates-n-Mates members, and other stakeholders.
- Any other duties as reasonably required.

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