

CABN Catalyst (Communications)

About CABN

CABN (Creative Arts Business Network) supports, connects, and champions artists, makers, creative practitioners, and cultural organisations across the Scottish Borders. We strengthen the region's creative community through sector development, peer support, skills sharing, and opportunities for networking and collaboration.

Our vision is a thriving, confident, and connected creative community where artists and cultural workers can build sustainable careers, contribute to local wellbeing, and shape the region's cultural identity.

This is an exciting moment for CABN. Building on a long history of supporting artists and makers in the Borders, we are delivering an ambitious programme through *CABN Re-energise* and moving towards the next stage of CABN's journey. We are delighted to be recruiting for this role at a time of growth, change and renewed energy for the network, and look forward to welcoming someone who will help shape and communicate CABN's future as we transition to becoming an independent SCIO.

CABN is currently hosted by the Southern Uplands Partnership and is undertaking a period of development and transition through *CABN Reenergise*. An application has been submitted to OSCR for charitable status, and, should this be approved, CABN will become an independent SCIO during the period of this contract. As CABN moves towards independence, programme oversight will shift from SUP to CABN's new board once governance is formally established.

As CABN becomes an independent SCIO, the organisation's structure and roles will evolve. The Catalyst (Communications) role is a fixed-term freelance contract that supports CABN during this transition, and future roles within the independent organisation will be determined by CABN's new governance arrangements.

More information about CABN can be found on the CABN [website](#).

Position:	Fixed Term, Freelance Role Engaged by the Southern Uplands Partnership as part of the delivery of <i>CABN Re-Energise</i>
Period of work:	1st November or as soon after – 31 October 2027 (Subject to funding) 15 hours per week , or equivalent of 2 days per week at 7.5 hours up to maximum of 100 days worked flexibly
Place of work:	Home / Office of Southern Uplands Partnership (Lindean Mill, Scottish Borders)
Pay rate:	£175/day, with a total maximum fee of £17,500 (Self-employed)

Summary of Role and Purpose

The CABN Catalyst (Communications) will lead the development, delivery and evaluation of CABN's communications activity across the duration of CABN Reenergise. Working closely with the CABN Catalyst (Engagement), the network of freelance CABN Advocates, and CABN's Project Lead, the role will ensure clear, consistent and accessible communication across CABN's channels.

CABN is preparing for a transition to independence. The Catalyst (Communications) will play a key role in supporting this process by shaping clear messaging, communicating developments to the network, and contributing communications insight to steering group/board discussions. This includes helping CABN articulate its future direction, supporting member understanding of the transition, and ensuring communications are aligned with CABN's evolving organisational identity before, during and after independence.

This is a strategic communications role with hands-on delivery, covering programme-wide messaging, content creation, brand development, transition communications and network-wide communication planning. It combines content strategy with the practical delivery of clear, engaging communications across CABN's channels.

Key Responsibilities

- Work with the CABN Catalyst (Engagement), CABN Advocates and Project Lead to design and deliver a communications plan that supports, informs and strengthens the creative sector in the Scottish Borders.
- Lead on creation of communications content across CABN's channels, including newsletters, website updates, social media, printed materials and sector announcements.
- Develop and maintain CABN's communications tone, visual identity and brand consistency, ensuring all messaging reflects CABN's values, accessibility commitments and evolving organisational direction.
- Monitor and evaluate communications activity, analysing reach, engagement and impact, and feeding into project reporting and programme development.
- Work collaboratively with the Catalyst (Engagement) to manage general enquiries to the network, ensuring responses are clear, timely and aligned with CABN's communications approach.
- Maintain accurate and up-to-date membership mailing lists and segmented groups, ensuring data is handled securely and used appropriately for programme-wide messaging.
- Support clear communications during CABN's transition to independence, including OSCR updates, board messaging, network milestones and the move from SUP hosting to independent operation.
- Act as a point of contact for communications-related enquiries from creative individuals, organisations and partners, signposting to relevant CABN opportunities or external support bodies.
- Deliver communications activity within agreed budgets, with support from the Programme Manager.

Person Specification: Skills and Experience

ESSENTIAL

- A minimum of 3 years professional experience in communications, marketing or digital content creation within arts, culture or a related field.
- Demonstrable experience of developing and delivering communications plans or campaigns.
- Strong skills in copywriting, content creation and digital storytelling.
- Knowledge of the arts and cultural sector in the Scottish Borders.
- Experience of working collaboratively with partners across private, public and third sectors.
- Excellent interpersonal and communication skills.
- Strong organisational and administrative skills, with the ability to prioritise and manage time effectively.
- Ability to work flexibly, independently and collaboratively.
- Excellent IT skills, including Microsoft Office and digital communications tools.

DESIRABLE

- Understanding of accessibility in communications and inclusive approaches to digital engagement.
- Experience of brand development or visual identity work.
- Experience of communications relating to organisational change or transition.
- Degree or higher qualification in a relevant field.
- Driving licence and access to transport.
- Enthusiasm for the role creativity and culture play in rural communities, and their potential to address social, environmental and economic challenges.

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.

How to Apply

To apply please provide:

- A CV
- A covering letter (up to 2 pages), indicating your reasons for applying and outlining how your knowledge, skills and experience relate to the Person Specification.

Once completed email **recruitment@sup.org.uk** with the email heading **(Catalyst Application)**.

Video cover letters are also welcome.

Closing date: Monday 19th October 12 noon

Interviews: Wednesday 28th October – In person (venue TBC)

If you would like to speak to the Project Lead before applying, please contact sharon@cabn.info to arrange this. Large print versions or other access adjustments are available on request.