



Events Lead - Freelance

Fixed term Contract - May– December 2026 to April 2027 (3 Days per Week)

Location: Scotland (Remote, with travel to in-person meetings or events)

Contract Type: Short-term contractor agreement

Contract Duration: 1 December 2026 – 30 April 2027

Time Commitment: 3 days per week (21 hours)

Fee: £1860 pcm plus expenses

About the Contract

SCCAN seeks an experienced contractor to support delivery of key events within the National Lottery Hackathon Roadshow project during a defined five-month maternity cover period. This phase of the project focuses on community engagement, Hackathon-style events, learning forums, and preparation for spring showcase activities.

The contractor will work closely with SCCAN and SCDC leads to ensure smooth coordination, high-quality delivery, and consistent event standards across multiple locations.



About the National Lottery Roadshow Project

This national partnership between SCCAN and SCDC supports community-led climate action that addresses health inequalities across Scotland. The project builds local capacity through engagement, events, training, and support.

From the original document: *“The project builds local capacity through engagement, events (including a Climate Hackathon Roadshow), training and support.”*

During the December–April period, the contractor will focus on delivering scheduled Hackathons aligned with the project timeline.

Role Summary

The Events Lead (Contractor) will plan, coordinate, and deliver project events.

The role emphasises logistics, facilitation, stakeholder coordination, and ensuring events are inclusive, accessible, and impactful.

Key Responsibilities

Event logistics — Plan and manage logistics for Hackathons, community events, workshops, and learning forums scheduled within the contract period.

- **Local coordination** — Work closely with site leads to understand local needs and ensure smooth delivery.
- **Toolkit development** — Adapt and disseminate event guidelines to support consistent execution across multiple communities.
- **Accessibility & inclusion** — Ensure all events reflect inclusivity, accessibility, and community relevance.

Flexible project support — Undertake any other event-related activities required to support the project phase.



Requirements

Event planning expertise — Demonstrated excellence in event planning and coordination.

- **Organisation & time management** — Strong organisational and time-management abilities.
- **Hybrid logistics** — Flexibility in managing logistics for both in-person and hybrid environments.
- **Stakeholder engagement** — Outstanding interpersonal and stakeholder engagement skills.

Contractor-Specific Notes

- This is a **deliverables-focused contract**
- The contractor will invoice monthly for agreed days.
- Workload will align with scheduled events and project milestones between December and April.
- Travel for in-person events will be reimbursed according to SCCAN's contractor travel policy.