



DÒCHAS APPLECROSS

Communications Support – Freelance / Self-Employed

Contract: Self-employed / freelance **Time:** Approx. 1–2 days/month, very flexible **Location:** Applecross based (remote)

Reports to: Dòchas Board **Application deadline:** Monday 14th September 2026 **Start date:** Immediate

About Dòchas

Dòchas is a Scottish Charitable Incorporated Organisation (SC051675), established in March 2022 to hold, manage and distribute community funds for Applecross. Our mission is to nurture and empower the local community by funding projects that bring people together and create lasting benefit.

Purpose of the Role

Dòchas is looking for a freelance communications officer to help keep the community informed about funding opportunities, funded projects and Dòchas news, and to support the board with light-touch fundraising research. This is a flexible, part-time role suited to someone based in Applecross.

Key Responsibilities

- **Social media:** Manage the Dòchas Facebook page, posting updates on funded projects, community reminders and upcoming grant deadlines
- **Physical noticeboards:** Keep posters around the village current, including printing, replacing and removing outdated notices
- **Grant recipient follow-up:** Contact funded groups/individuals after their projects to collect reports, photos and updates for publication
- **Website updates:** Add news items, project reports and other relevant content to the Dòchas website
- **Funding research:** Monitor external funders and small grant bodies that Dòchas could apply to in order to grow its fund, and provide basic support with grant applications when needed

Person Specification

- Comfortable managing a Facebook page and basic website content management
- Good written communication skills, able to write clearly for a community audience
- Organised and able to work independently with minimal supervision
- Local knowledge of Applecross necessary, particularly for poster distribution
- Some experience with grant applications or fundraising research is a plus but not essential
- Reliable and able to meet occasional deadlines tied to funding rounds (twice yearly - March & October)
- Flexible approach to hours, and happy to fit work around other commitments. Work is expected to average around 1–2 days a month

Pay & Duration

Pay: to be agreed (day rate or monthly retainer). Duration: ongoing, reviewed periodically by the board.

How to Apply

Send a current CV, a short expression of interest / cover letter (max 300 words) and your proposed day rate/retainer to dochasapplecross@gmail.com by Monday 14th September 2026.