AWS

OUR future









Place Associate

Candidate Information Pack



About Our Future

In every town, brilliant people are working to make things better. They spot what's needed, bring others with them, and start creating change. But too often, they're doing it in spite of the system, not because of it.

Our Future exists to change that. We help local people take control of their town's future, together. We support the creation of a shared vision, connect energy and ideas, and help long-term funding flow to what matters most, as decided by the people who live there. At the same time, we use what we learn on the ground to influence national policy and funding so that it better supports citizen-led, place-based change.

In the places we work, we're proving what's possible when local people lead and the system gets behind them. We started in Grimsby and have since expanded to Rochdale. Kirkcaldy will be Our Future's first location in Scotland.

Role overview

We're looking for a committed and personable Place Associate to support the delivery of Our Future's work in Kirkcaldy. This is a hands-on, community-facing role, working closely with the Senior Place Lead to help turn plans into action on the ground.

You'll be a visible, trusted presence in Kirkcaldy - attending events, building relationships with local people and organisations, and helping deliver activity that builds trust and momentum in the town. You'll also organise and manage events, handle local communications, and provide day-to-day administrative support that keeps the work running smoothly.

This is a great opportunity for someone who cares about their community and wants to build experience in place-based change, community engagement and events.

Job Description

Location:
Based in or very close to Kirkcaldy, Fife (essential)

Salary:
£30,000-40,000

Contract:
Full-time, permanent

Reporting to:
Senior Place Lead, Kirkcaldy

Hours:
35 hours, Monday-Friday.
We are open to flexible working requests, including compressed hours across 4 days, and will consider these on a case-by-case basis in line with the needs of the role.

Holidays:
Five weeks annual leave plus bank holidays

Pension:
A 10% employer pension contribution, with a 3% employee contribution

Key responsibilities

Community engagement and relationship building

- Attend events and activities in Kirkcaldy, building a strong and visible presence across the town
- Build and maintain relationships with local people, community groups and partners
- Act as a friendly and approachable point of contact for the community
- Spot opportunities to connect people and support the Senior Place Lead in widening participation

Events

- Organise and manage local events (including regular use of platforms such as Eventbrite), from planning through to delivery and follow-up
- Coordinate logistics such as venues, suppliers, invitations and materials
- Support the Senior Place Lead in designing fun events that build shared purpose and trust
- Be present on the day to help events run smoothly and represent Our Future well

Local communications

- Support our Head of Communications with day-to-day local communications, including creation of social media posts, writing newsletter copy and sharing local updates with the team
- Work with our local storyteller (to be recruited) to help capture and share stories from the community, working within Our Future's brand and tone
- Support the Senior Place Lead and Head of Communications with place-based content and design as needed. This would involve using Canva
- Feel comfortable and confident being a face for the organisation as part of our digital communications strategy

Administration and support

- Answer emails and respond to general enquiries in a timely and helpful way
- Provide general administrative support to the Senior Place Lead, including scheduling and record-keeping (using Notion)
- Maintain accurate and up-to-date contact lists and local records (using Hubspot)
- Support the Senior Place Lead with other tasks as required to help deliver citizens' vision for Kirkcaldy

Experience and skills

We're open about where you've come from. You may have worked in community engagement, events, administration, customer service or a similar role. What matters most is your connection to Kirkcaldy and your enthusiasm for helping the town thrive.

What you'll bring:

- A genuine connection to and enthusiasm for Kirkcaldy
- A genuine belief in the Our Future model and what it can achieve
- Experience of building relationships with a range of people
- Experience organising or supporting the delivery of events
- Good written communication skills, comfortable with social media and email
- Strong organisational skills and attention to detail
- A practical, can-do attitude and willingness to get involved

Personal qualities

- Warm and relational: you believe in people, build trust quickly and enjoy meeting new people
- Reliable and organised: you follow through and keep things on track
- Practical and adaptable: you focus on progress, not perfection, and are willing to flex when required
- Collaborative: you're happy supporting others and working as part of a small team
- Positive and community-minded: you care about Kirkcaldy and its future
- Bring the sparkle: you have a fun and creative approach to designing events and materials

Requirements of the role

- Must live in or very close to Kirkcaldy
- Willingness to attend evening or weekend events as needed
- Willingness to get involved in work in other locations for key events and busy periods
- Right to work in the UK

The organisation is focused on high-quality delivery and outcomes not hours. We prioritise wellbeing and flexibility, but we're also a small and agile team. When key moments or deadlines come around, we all pitch in and support each other.

Equality, diversity and inclusion

We want Our Future to reflect the diversity of the communities we work with. We welcome applications from people of all backgrounds and lived experiences. If you're excited by this role but unsure whether you meet every requirement, we'd encourage you to apply or get in touch for a conversation.





How to apply

Please contact Alan Surgeon or Donna McKay at AWS Executive to arrange a confidential discussion about the vacancy.

E: ourfuture@awsexecutive.com

Recruitment Timeline

Closing date: Monday 30th November 2026
Interviews: week commencing 7th December 2026

Please submit a tailored CV and covering letter via the microsite link below, demonstrating how your knowledge, skills and experience align with the requirements outlined in the job pack.

Microsite link: https://awsexecutive.com/placeassociate-ourfuture/

OUR future

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