**Gorebridge Beacon Centre Manager**

**Hours:** 35 hours per week (full time)

**Salary:** £28,000 (negotiable)

**Place of work:** Gorebridge Beacon, Hunterfield Road, GOREBRIDGE, EH23 4TT

**DESCRIPTION OF ROLE**

**Purpose**

To be the lead officer responsible for the implementation of the strategic, developmental and operational plans developed by GCDT for the Beacon. To be responsible for strategy, operations, finance and staffing for the Beacon.

**Objectives of the post**

**Deliverables**

1. To deliver the outputs and targets in the Beacon Business Plan 2018-2023

2. To lead on the provision of a range of services, new projects and programming of the Beacon

3. To ensure sales of rental premises, event space and room hire

4. To maintain positive customer relationships

5. To monitor the sub-let of the Beacon cafe

6. To manage the Beacon, being responsible for day to day management, income generation, marketing and ensuring the Beacon is meeting the aims and objectives of GCDT, the community and its stakeholders

**Community and Partnership**

* To maintain and further develop effective working relationships with public, private and third sector stakeholders and wider community networks. To advise, involve and engage them in GCDT social and regeneration priorities
* To work with local people to identify and meet community needs and to ensure facilities, services, social enterprises and activities are responsive to those needs
* To create innovative ways of tackling local issues and maximising opportunities for resident involvement and promoting social inclusion and community cohesion
* To represent the Beacon's interests in community and partnership forums.

**Financial**

* To assist the GCDT Treasurer with the financial management of the Beacon.
* To produce and monitor an annual business plan for the GCDT Board
* To implement financial systems and controls to ensure that all activities operate efficiently, effectively ad economically. To ensure that the financial activities of the Beacon operate within charity, company and other statutory requirements
* To manage projects within allocated budgets and deliver a good quality, value for money service for residents and service users
* To liaise with funding bodies and build meaningful relationships and maximise external funding and investment streams. To comply with funders end of term reporting and other reporting procedures.

**Management & Staff**

* To manage staffing and volunteer workload allocation to ensure the safe and effective operation of activities. To ensure that GCDT Board's policies, operational procedures, strategies and objectives are communicated to and implemented by all team members
* To provide vision, leadership, communication and support to staff and volunteers. To provide supervision and appraisal on all aspects of their performance and development
* To manage the Beacon, presenting a welcoming, high quality service for users and ensuring the efficient repair and maintenance of assets.

**Marketing and Administration**

* To develop a marketing and communication strategy for the Beacon. To maintain and develop the strong brand, producing newsletters, identifying publicity opportunities and maintaining the web site
* To develop and maintain an effective database of information regarding the project programmes, finance and usage so that efficient monitoring systems can provide appropriate data for the Senior Management Team and other stakeholders
* To ensure that all relevant laws governing data are implemented and lawfully adhered to e.g. GDPR
* To oversee events and celebrations which acknowledge the successes along the road to achieving the long term outcomes for Gorebridge
* To support the Beacon SMT to develop skills and its capacity to manage the organisation. To administer the activities of the Beacon and service SMT meetings by ensuring availability to board meetings of agendas, minutes and relevant reports
* Recruiting new user representatives to the SMT with a view to establishing an independent board for the Beacon
* To maximise the use and availability of ICT facilities and contribute to the development of ICT where appropriate.

**Policies and Procedures**

* To ensure that Beacon facilities and projects are managed in compliance with all relevant legislation
* To ensure that the Health & Safety Policies and organisational arrangements and procedures are understood, implemented and monitored
* To develop, implement and undertake periodic reviews of all policies and procedures to ensure the good management of the organisation and its assets
* To manage, observe and promote equal opportunities, customer care and equality and diversity policies and procedures, including those for child protection and for vulnerable persons.

**General**

* The post holder is required to participate in training and Continuing Professional Development.
* The post holder will be required to work outside of normal office hours.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the board.

**ORGANISATIONAL RELATIONSHIPS**

**Responsible to**:

* Gorebridge Community Development Trust Board, line managed through the designated GCDT Director.

**Management Responsibility**:

* All Beacon Staff and Volunteers

**PERSON SPECIFICATION**

**Essential**

Relevant Building Management experience

Full knowledge of all legislative requirements to operate the facilities and services provided

Strong Community based experience

Ability to develop strong working relationships within the wider Gorebridge Community

Proven financial expertise

Experience of managing a staff team

Background of working with funding bodies

Ability to work with the SMT to achieve the aims and aspirations of the project and meet all funding outcomes

Excellent Communication skills

Good customer relations

Enthusiastic, energetic and hands on

**Desirable**

Knowledge of the local area

Experience of managing volunteers

Marketing skills

IT, web and social media expertise

