Job Description: Gorebridge Beacon Centre Manager

Organisation: Gorebridge Community Development Trust

Salary: £28,000 (negotiable)

Status: Fixed Term for 2 years (funded by the National Lottery through the Big Lottery Fund) with the intention of extension

Closing Date: 12 noon on Friday 6th July 2018

Gorebridge Community Development Trust

58 Main Street, Gorebridge, Midlothian EH23 4BY

Role: Gorebridge Beacon Centre Manager

We are seeking an experienced, enthusiastic and energetic individual as Centre Manager of the brand new Community Hub building, Gorebridge Beacon. Excellent communication skills, a background in building management and strong community based experience are essential for this role. Located in the middle of the town the Beacon will provide a new hall, café, Gorebridge family learning centre, a multi-purpose room, offices and meeting rooms in a single building that sits in its own landscaped grounds adjacent to the local parish church, the leisure centre, library and Gorebridge Primary School. The new building, clad in locally sourced timber, has a strong sustainable agenda and will offer bright and attractive community space for a wide variety of different uses. Construction will be completed during September 2018 and it is hoped that when the Beacon opens in the Autumn 2018 that it will support and help integrate the activities and accommodation in the other adjacent buildings, forming a critical mass of connected public services. Planning of the set up and start-up of Gorebridge Beacon has reached a key stage and the Centre Manager is now required to assist with this process including the immediate selection of the Beacon Staff team and the Café Operator.

(Detailed job description and person specification attached)

Organisation Profile:

Gorebridge Community Development Trust is a community-owned and managed Scottish Charity helping the community regenerate Gorebridge, alleviate the impact of post-industrial decline and create a vibrant, dynamic, proud and close-knit community. The Trust is at the heart of community, economic, environmental and social regeneration activity, and has active partnerships with statutory and local agencies working across a wide range of issues concerning Gorebridge. The Trust has a 14 year track record in successfully developing a wide range of community initiatives.

Gorebridge Beacon’s conception was led by the community; its physical development was overseen by the community and it will be delivered and managed by the community.

For more details about Gorebridge Beacon, the work of the Trust and who we are please visit: [www.gorebridge.org.uk](http://www.gorebridge.org.uk) or call us on 01875 823202

Please apply to the Jane Burridge, Gorebridge Community Development Trust, [beacon@gorebridge.org.uk](mailto:office@gorebridge.org.uk) with the following documents;

* Cover letter
* Application form
* Equality and Diversity Monitoring form

Closing date: 12 noon, Friday 6th July

Interviews to be held w/c Monday 16th July



