



CORSTORPHINE COMMUNITY CENTRE

191 St John's Road

Corstorphine

Edinburgh EH12 7SL

CORSTORPHINE COMMUNITY CENTRE MANAGER POST

CANDIDATE INFORMATION

FEBRUARY 2019



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191 St John's Road
Corstorphine
Edinburgh EH12 7SL

Scottish Charities Number: SCO 46009

Website: www.corstorphinecommunitycentre.org.uk

Dear applicant,

Thank you for your interest in the position of Manager of Corstorphine Community Centre, known internally as CCC. This is a part time post, for 3 days' equivalent per week, and is based in the organisation's current premises, a former shop in St Johns Road in Corstorphine, Edinburgh.

Background Information

Corstorphine Community Centre is a new SCIO, granted charitable status during 2018. The SCIO is the successor organisation to the Corstorphine Public Hall Company which owned the Public Hall in Kirk Loan Corstorphine, opened in 1892.

From 1980 the Corstorphine Youth and Community Centre (CYCC) operated the building as a community centre for the area. The two organisations have now come together as CCC and the assets have been transferred so that one governing organisation owns and operates the building and manages activities.

The Public Hall was very badly damaged by a fire in 2013, rendering the premises unusable. Despite this major setback a range of well used community activities have been maintained and increased since the fire , and are currently delivered within and from the Corstorphine Hub.

CCC is governed by a Management Committee made up of local people, and the Committee is working hard towards achieving a re- build, which will result in a fully functioning Community Centre for the area. The Committee oversees governance, service and policy development, and activities being delivered in the Hub. The Committee meets monthly and a number of sub groups have been created including Finance, Communications, Governance and Buildings, all of which report to the Management Committee.

A charity shop, raising funds for CCC operates in the Hub, open 6 days a week. The charity shop is staffed by volunteers, and has its own committee which makes decisions on day to day issues. The Manager will not be responsible for the operations of the Charity shop, though s/he will develop strong working relations with the team delivering charity shop activities.

The staff team currently comprises 3 part time staff, and 3 sessional youth workers. In addition there is a volunteer team of 42, who have a range of roles delivering activities as well as volunteering in the charity shop.

What activities take place in the Hub?

The Hub operates as both the site for CCC activities and as a letting facility for the local community.

Key approaches to delivering our own activities in the Hub are

- building resilience in the community
- addressing gaps in community provision

- providing quality volunteering experience
- developing partnership approaches with formal and informal service providers operating in the area

The current priority focus for in-house activities was set following a comprehensive review of the community profile, and a survey of local residents. As a result activities centre on the wellbeing of older people, of the parents of children under 5, and of young people.

The recruitment of a Manager

We are now seeking to recruit a Manager who evidences the skills required to work effectively with the Management Committee in taking the organisation forward, and to lead the staff team and volunteers in delivering the organisations objectives.

The job description sets out the responsibilities of the post, and the person specification shows the attributes and experience that are sought. The post is part time and /days hours to be worked will be agreed with successful candidate, and will meet the operational needs of CCC.

Please note that CCC is striving to be an Equal Opportunities employer. The temporary premises at the Hub are, however, only partially, not fully, accessible.

Application Notes.

The closing date for applications is midday on March 13th 2019. Please complete the application form and email it to applicationsccc@gmail.com. Do not send a CV as this will be disregarded.

Interviews will be held on April 1st. Candidates invited for interview will have the opportunity to talk to a member of the Management Committee informally if they seek more information and/or want a pre interview visit. This will not form part of the interview process.

I look forward to receiving your application,

Yours sincerely,

Shulah Allan
Vice Chair

CORSTORPHINE COMMUNITY CENTRE

MANAGER

JOB DESCRIPTION

Job Title: Manager of CCC

Employer: Corstorphine Community Centre, (CCC), The Corstorphine Hub, 191 St Johns Road, Edinburgh EH12 7SL

Hours of work: 3 days per week (pattern of days worked to be agreed)

Salary and Pension: £30,000 p.a. pro rata, plus 4 % employer's pension contribution.

PURPOSE OF THE JOB

To support the Management Committee by leading Corstorphine Community Centre in achieving its key purposes of contributing to the quality of life and wellbeing of local residents, groups and organisations by running a successful and sustainable community centre.

KEY TASKS AND RESPONSIBILITIES

The Key responsibilities of the post focus on leadership, governance and financial management, and development profiling and marketing

LEADERSHIP

- ensuring the effective day to day management of the Hub and its activities (**excluding the Charity Shop**)
- providing leadership and management to the staff and volunteers of CCC
- coordinating the planning and delivery of CCC activities, services and facilities, and the management of arrangements for external lets within the Hub
- managing relationships with external suppliers and third-party contractors as agreed by the management committee
- managing personnel issues on a day to day basis. This includes organising and participating in staff and volunteer recruitment, managing personnel records and organising or providing training and support and supervision
- managing the organisation's responsibilities for health and safety and risk assessment, and ensuring that the organisation complies with relevant legislative requirements in order to assure a safe environment for working, volunteering and participating in activities

GOVERNANCE AND FINANCIAL MANAGEMENT

- attending meetings of the management committee and providing the committee with regular reports on CCC and Hub activity
- providing the management committee and sub groups with information and advice which will support their responsibility for effective strategic planning and management
- preparing organisational plans strategies and policies and procedures for the management committee and ensuring their regular review
- assisting the Chairperson, office bearers, and sub group chairs to organise meetings and the AGM
- ensuring that the organisation is compliant with its legal and regulatory responsibilities as an organiser of and/or venue for activities, as a SCIO, as a grant holder, and as an employer of staff and host of volunteers (to include health and safety, hygiene, insurances, protection for vulnerable users etc.)
- assisting the Treasurer to ensure that effective systems for financial administration, control and monitoring are in place and overseeing them on a day to day basis
- advising the Treasurer of emerging issues in financial management and in raising and deployment of financial resources
- assisting to source and secure the funding required to introduce and maintain the services and activities prioritised by the management committee. Compiling and submitting funding applications.
- ensuring the monitoring and reporting requirements set by funders are met
- delegating relevant tasks to staff and volunteers

DEVELOPMENT, PROFILING AND MARKETING

- working with local people and organisations to promote the role of CCC in meeting community needs, and promoting the organisations ethos of community participation
- representing CCC in local networks and forums
- undertaking all the necessary planning and preparation for maintaining services and activities operating currently and establishing new ones as agreed by the management committee
- advising the management committee and taking forward plans to implement prioritised elements of the organisation's strategic plan
- assisting the Secretary in organising the content, design and production of promotional material, annual reports etc.
- planning and organising events and promotions within and outwith The Hub
- marketing The Hub facilities to maximise community use and income generation.

The Manager will be responsible to the Management Committee through a nominated trustee, who will provide supervision and annual review. There will be a probationary period of 3 months following taking up the post

Job description compiled 2019

PERSON SPECIFICATION

The successful candidate will evidence the skills, experience and personal qualities noted below. S/he will hold a degree (graduate or post graduate) or have achieved a similar level of qualification in a relevant area. This would include, but is not exclusive to, community education or development, and business management. S/he will be able to demonstrate understanding of the roles and purposes of the third and community sectors, and commitment to their principles.

- ability to plan and manage the day to day operations of a busy facility
- experience of people management and of using leadership skills
- experience of managing budgets and financial procedures and of financial reporting, and understanding of basic bookkeeping
- experience of strategic and development planning
- ability to initiate and manage effective monitoring review and reporting systems
- able to prepare and present reports, funding applications and marketing materials
- capacity to work positively with a broad range of people including trustees, staff team, volunteers, centre users and members of the community
- I.T. skills to include Word and Excel

The successful candidate will be able to work on his/her own initiative, take a flexible approach to managing her/his duties and responsibilities and be committed to upholding and taking forward the standards and aims of CCC