**Tayport Community Trust**

**Post Title: Project Coordinator**

**Salary: £27,500 - £30,000. Full time post (37.5 hours per week)**

**Location: Tayport**

**Responsible to: Tayport Community Trust Board**

**Supervision: Named Trustee**

**Background**

***Tayport Community Trust***

The Trust is a Scottish Registered Charity and Company Limited by Guarantee, with a Board of Trustees and a membership of 360 local residents. The Trust has a proven record of delivering positive social change locally through successful, innovative projects such as the Harbour café (run by Tayport Community Enterprises (TCE)) and Tayport Community Garden, established and managed by the Trust’s gardening group PLANT. [www.tayportct.org.uk/harbourcafe](http://www.tayportct.org.uk/harbourcafe), [www.tayportgarden.org](http://www.tayportgarden.org)

***Project Overview***

The Trust has been successful in raising funds for the building of its major project, Tayport Community Hub. Construction is well underway and completion is scheduled for July 2019. The aim of the Hub is to transform Tayport’s long derelict former steel works into a multipurpose centre owned and managed by the community of Tayport. The project evolved after extensive local consultation over a number of years. It will provide a fully accessible new centre with community meeting, arts, sports, tourism and business facilities, as well as a large locally sourced café. A camping and caravanning site will be developed on the surrounding site, with a target opening date of Spring 2020. The Hub will be run in partnership with local community groups, statutory and voluntary services, and environmental agencies.

We are looking to recruit a highly motivated and experienced Coordinator with a *proven track record to develop the project. The contract will initially be for one year with a view to renew this contract.*

**Job Summary**

The main role of the Co-ordinator will be to communicate and build relationships with Hub users, stakeholders and partners, develop and deliver an effective marketing and booking program for the building and deliver the targets and outcomes as outlined in our Business Plan and in our funders’ requirements.

The Co-ordinator will contribute to project planning and development prior to the opening of the building. S/he will then be responsible for the day to day running of the centre during its first year of operation, including the management of staff and volunteers, and working with Trustees to liaise with contractors, partners, and stakeholders to manage the building and land.

S/he will report to the Trustees on a quarterly basis on progress towards targets, budgets, forecasts and financial performance.

**Key responsibilities:**

1. To: welcome and liaise with centre users and stakeholders, consulting with them about centre activities and planning.
2. Ensure the effective delivery of Community Hub programmes through the development of contacts and relationships with community service providers and groups, contractors, partners, Hub users and residents
3. Work in partnership with other groups and agencies to provide sports, arts, health, social and community programmes at the Hub
4. Ensure that the project is run in accordance with TCT’s aims, objectives, policy and procedures including health & safety and safeguarding
5. Liaise with contractors and others to put in place maintenance contracts and to produce plans and budgets for maintenance and equipment
6. Recruit staff and volunteers and be responsible for their management through direct supervision and performance management, and for staff training in TCT policies and procedures including Health and Safety
7. Establish and maintain an appropriate booking and pricing structure to bring in appropriate revenue
8. Ensure that all purchasing and procurement is conducted in accordance with TCT’s guidelines and to work with the Finance Officer to ensure that financial records for the Hub are satisfactory
9. Communicate the programme and opportunities on offer through effective publicity and marketing via social media including Facebook Twitter, TCT websites and regular newsletters, and ensure that the information is relevant, accurate and up to date
10. Investigate and develop funding opportunities to deliver new programmes at the Hub
11. Implement continuous monitoring of performance and productivity, against annual performance input, output, outcome and impact targets as specified in TCT Business Plan and funders requirements.

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| **Qualifications/Experience** | **Essential** | **Desirable** |
| Recognised, relevant qualification (e.g. Facilities Management, Community Education) | **✓** |  |
| Full UK driving license and access to a vehicle for work purposes |  | **✓** |
| Experience of working with people in community settings | **✓** |  |
| Experience of managing community-based facilities | **✓** |  |
| Experience of involving other stakeholders in project development | **✓** |  |
| Experienced in preparing and managing budgets | **✓** |  |
| Experienced in grant applications |  | **✓** |
| **Knowledge and Skills** |  |  |
| Ability to work flexibly to meet the requirements of the post, prioritise effectively and meet deadlines | **✓** |  |
| Ability to work as part of a team and independently | **✓** |  |
| Ability to work with people with widely varying levels of needs, knowledge and skills, and recognize and support their contribution | **✓** |  |
| Ability to develop effective, productive & compatible partnerships with a variety of groups, including community groups, Trustees, consultants, statutory & 3rd sector agencies. | **✓** |  |
| Knowledge of and commitment to sustainable practice including low carbon principles of building management and zero waste. | **✓** |  |
| Effective leadership skills | **✓** |  |
| Effective skills in managing staff and volunteers | **✓** |  |
| Good IT skills of basic systems in | **✓** |  |
| Good written and verbal communication skills | **✓** |  |