**Tayport Community Hub: Briefing Document**

***Background:***

Tayport Community Trust:

Tayport Community Trust (TCT) was established in 2008 to promote a vibrant and sustainable community in Tayport, with improved quality of life, allowing the whole community to fulfil their aspirations. Membership is open to all residents of Tayport, defined as postcode units DD6 9 and DD6 8QX. TCT is a registered Scottish Charity (SC042558) and a Company Limited by Guarantee (SC350253). [www.tayportct.org.uk](http://www.tayportct.org.uk) .

Tayport Community Trust has 360 members, and a Board of Elected Trustees, all local residents and volunteers who have a wide range of expertise. Tayport Community Enterprises (TCE) is a social enterprise and wholly owned trading subsidiary of TCT. It manages the Harbour Café and will manage the café and camping and caravanning site at the new Tayport Community Hub.

The Harbour Café was established in 2011 as a community enterprise to benefit local people. It now has an annual turnover of over £100,000, employing 1 full-time and 3 part-time staff and 25 committed volunteers. It provides volunteering placements for adults with additional needs as valued team members and works with Fife Voluntary Action to support young people with mental health issues.

PLANT is TCT’s gardening sub-group, established in 2011 to bring people together to grow food and flowers, reduce carbon emissions and enhance Tayport's natural environment. It runs a number of ongoing projects, including Tayport Community Garden. The Garden was established in 2016, funded by the Scottish Government’s Climate Challenge Fund (CCF) and now mainly by Big Lottery. It welcomes all ages and abilities, offering specific learning opportunities to people with learning and other disabilities, young people on work experience placements and people with Alzheimers.

***Tayport Community Hub***

Tayport Community Hub is TCT’s major £2.8M project, scheduled for opening in July 2019. This new building will provide meeting, arts, sports, business and tourism opportunities, a camping and caravanning site and community growing space.

For several years the Trust has been consulting local people, both individually and through community groups. In response to their views, it has developed the ambitious Community Hub project aimed at transforming Tayport’s 3-acre derelict and contaminated Abertay Steel Works site into a vibrant new centre owned and managed by the local community. This versatile, fully accessible new building will provide meeting, arts, sports, tourism and business facilities, together with an additional café. In time the Hub will be surrounded by a camping and caravanning site and community growing space.

The Hub will make a real contribution to Tayport’s economic, social and environmental future and to local people’s quality of life by bringing them together to make and influence local decisions at a grass-roots level. The Hub will provide opportunities for children, young people and families who do not usually engage in sport, health and well-being activities. It will offer workshops and targeted sessions which cater for a diverse range of people with different abilities and needs, including older people and those with learning disabilities, physical disabilities or mental health issues. The Hub project aims to create a highly effective new resource for the community and provide a centre for visitors to the recreational and educational facilities at Tentsmuir Nature Reserve, Fife Coastal Path and the new Dundee Quayside developments including the V & A Design Museum. It will be run as a social enterprise, underpinned by values of community, inclusivity, sustainability and environmental responsibility. [www.tayportct.org.uk/communityhub](http://www.tayportct.org.uk/communityhub) . The Hub project will draw on the experience, skills and strengths of volunteers and staff working in the Trust’s established projects, in particular Harbour Café and Tayport Community Garden, and will engage new local volunteers as well as creating new jobs.

***Active Tayport Project***

The Active Tayport project has been planned to offer exciting new local opportunities to the people of Tayport, increasing engagement in healthy activity, inclusive community participation and decision-making, and also offering training, education and support towards employment.

Active Tayport will offer a wide-ranging programme spanning the first three years of the Community Hub after opening. This programme will evolve through continuous consultation of local residents and community groups, led by the Project Co-ordinator, whose primary responsibilities will be:

* to ensure that all Hub programmes are responsive to local people’s interests and needs, regularly consulting with all users, stakeholders and the wider community.
* to plan, co-ordinate and publicise a vibrant and varied range of activities, in partnership with local groups, statutory agencies and the voluntary sector.
* to recruit, support and manage an effective and enthusiastic team of staff and volunteers, offering direct support and appropriate training.
* to ensure that the Hub is managed responsibly, so that it is sustainable financially over the longer term.
* to make sure that this exciting new facility is run in accordance with Tayport Community Trust’s aims and objectives, in particularly its commitments to community engagement and to care for the environment.

The Project Co-ordinator post is critical to the successful establishment of Tayport Community Hub. We will be looking for a highly motivated and skilled individual, experienced in managing community-based facilities, who has the ability to work with people with widely varying interests, levels of knowledge and needs, recognizing and supporting their contributions. Skills in communication, real consultation and partnership working will be essential. The aim is that the successful applicant will come into post 3 months before the building is due to open to enable them to build a strong community presence and to liaise with community groups, stakeholders, partners and individuals to develop, coordinate and launch the Hub programme.

Project activities:

TCT anticipates that project activities will fall under the following headings:

1. Health and well-being:
	1. A range of sporting and wellbeing activities and clubs, increasing health and confidence, facilitated in partnership with local sports clubs and fitness groups.
	2. Outdoor activities based on exploring the wonderful natural environment of Tentsmuir beach and forest, on foot or by bike, run jointly with our partner agencies such as RSPB, Fife Coast and Countryside Trust and Forestry Commission, to establish the Hub as an outdoor environment information and learning centre. The Hub building models good environmentally-responsible design, and the new adjacent camping and caravanning site offers the ideal base from which both visitors and residents can explore and learn about the natural world.
	3. Access to health and well-being outreach services such as antenatal, early years care and family support services.
2. Community engagement:
	1. Inclusion: the building’s flexible meeting spaces provide for a diverse range of community groups. The Project Coordinator will make connections with as wide a range of groups as possible and facilitate the use of the building to support greater connections and communication between people of different generations, genders, sexual orientation, abilities, beliefs and cultural and ethnic backgrounds.
	2. Accessibility: the building itself has a high standard of accessibility, including a ‘Changing Places’ toilet for people with complex disabilities and their carers <http://www.changing-places.org/> . The advice of groups representing those with additional needs or minority interests will be taken on all aspects of accessibility and inclusion.
	3. Local decision-making: the Project Co-ordinator will ensure that there are opportunities for local people and groups to get together to make and influence decisions affecting them.
3. Employment, education and training:
	1. Employment: 6 new FTE jobs will be offered in the Hub’s first year of operation, as well as opportunities for young people with differing interests and requirements to develop work skills and experience, including 6 modern apprenticeships and 3 student placements.
	2. Education: The Hub includes a Community Room, dedicated to education and training, as well as a number of other flexible spaces. Fife Council Community Learning and Development and Tayport Primary School both intend to use the Hub as a learning base.
	3. Training: The Project Co-ordinator will build on the success of PLANT in providing horticultural and environmental training, including to people with additional needs such as autism, rolling out these programmes to a wider range of participants. S/he will ensure that the Hub offers workshops, volunteering and training opportunities, either directly or through building links with employment and training providers. S/he will also oversee the training and management of volunteers and students on placement.
	4. Arts, creativity and young people: The Hub’s spaces provide an excellent opportunity for local art, theatre and music groups, filling a local gap in provision, as well to young people’s groups.
	5. Tourism and economic development: The Hub’s facilities aim to attract visitors to Tayport and this wonderful section of the NE Fife Coast. They include: a new large café; a camping and caravanning site with its own out-of-hours amenities building; and an information point run in partnership with our environment agency partners. Increased visitor numbers will generate income and employment, both for the community elements of the Hub, and for the wider local economy.

Running the Hub

The success of any project depends largely on the workforce, which must be happy, motivated and appropriately challenged. A key part of the Project Coordinators role will be to support, supervise and manage staff and volunteers, to ensure that all project targets and outcomes are met.

The Project Coordinator will work with the Trustees to develop the project as a business and community asset, ensuring that it meets its cash flow projections. Working with Trustees they will have input into managing the facility alongside the Café Manager and will contribute to marketing and promotion, maintaining user relationships, service development, staff and volunteer management, health and safety and legal compliance.

The staff level at the Hub will be subject to continuing review to meet the needs as the centre develops.

The new cafe will be managed by a senior Cafe Manager. Cleaning, caretaking, receptionist and events support will be provided by a pool of local sessional workers. A core team will be augmented by jobs placements through schemes such as Community Jobs Scotland and others.

Volunteers - The Community Hub will actively develop a pool of volunteers, building on our experience through the Harbour Café and PLANT. The Trust will create a range of volunteer placements and training opportunities for those who have had restricted access to educational opportunities and skills development, supported by other volunteers and staff.

TCT Board - The Board recognises that, as project activities develop, new skills will be needed, and they are committed to recruiting new Board members. Additional working groups such as media and marketing, business, education and community engagement will be created at specific times and for specific purposes. These groups would not necessarily need to be made up of directors, but of people with the specific skills required reporting to the Board.

Jessie Roberts, Jenny Glen & Richard Tough

Trustees

Tayport Community Trust

January 2019