



JOB DESCRIPTION: COMMUNITY DEVELOPMENT MANAGER

JOB TITLE: Community Development Manager

REPORTS TO: Chair of Board of Trustees

RESPONSIBLE FOR: Staff members, sessional and freelance workers

PLACE OF WORK: Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE

HOURS OF WORK: 35 hours a week (worked over 5 days, with flexibility required for late night or weekend work on occasion)

SALARY: £30,000

PENSION: 4% employer contribution (conditions apply)

HOLIDAYS: 25 days of annual leave and 9 public holidays

CONTRACT: Permanent (subject to continued funding)

About Bridgend Farmhouse

Bridgend Farmhouse is a community benefit society with charitable status, based in south Edinburgh. Our mission is: learning, working and growing together to develop a flourishing community and place. Having renovated and extended our 18th century farm steading, we run a thriving community hub where people meet to carry out creative, physical and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience and contribute to local health, learning and greenspace strategies. Our members are our 400+ Community Shareholders and we are led by our Board of Trustees who are elected from our membership and are predominantly local people.

Purpose of post

This is a pivotal role, with overall responsibility for the development, operations and sustainability of Bridgend Farmhouse's community facing activities, volunteering and external partnerships. Bridgend Farmhouse is relatively young as a fully constituted and staffed organisation, but has its origins in community development activities dating back over ten years. We are looking for someone to lead the organisation in the next stage of its

development as we seek to diversify our sources of funding and increase the impact we achieve in our Area of Benefit.

The overall purpose of the post is to:

- lead the organisation to achieve its objectives in line with its mission and charitable purposes
- develop, manage, promote, measure and evaluate the organisation's community facing activities, volunteering and external partnerships
- ensure the organisation is responsive to its areas of benefit and the wider community, and accountable to our members, funders, and other key stakeholders.

Main Responsibilities

1. Lead the Bridgend Farmhouse team and volunteers in developing and managing a wide range of community development and community facing activities that further Bridgend Farmhouse's objectives, reflect our values and represent best practice.
2. Establish and implement appropriate management systems and manage the day to day operations of Bridgend Farmhouse and its facilities, staff, finances, buildings and grounds.
3. Develop and generate new cost projections and agreed targets, prepare funding applications, and develop and coordinate a clear strategy for income generation through grants, contracts and other fundraising.
4. Develop, manage and control budgets, and report on financial performance
5. Supervise and support individual staff members and sessional/freelance workers, supporting their continued training and development, to build an effective staff team.
6. Strengthen and support our growing volunteer, participant and partnership base, building and maintaining excellent relationships with all our stakeholders.
7. Develop and implement effective marketing and communications plans that positively promote Bridgend Farmhouse and raise our profile; represent Bridgend Farmhouse externally.
8. Develop and implement effective monitoring and evaluation of Bridgend Farmhouse's outcomes and prepare reports to funders
9. Implement and support the review of organisational policies, including those relating to employment, equal opportunities, health and safety, and the safeguarding of children and vulnerable adults.
10. Work flexibly in response to organisational and local needs, including evenings and weekends on occasion.

11. Be accountable to the Board of Trustees, provide regular reports to the Board and attend Board meetings as required.
12. Undertake any other duties as may be reasonably required by the Board of Trustees.

Person Specification

Essential knowledge, experience, skills and attributes

1. A recognised qualification in community education or community development
2. Proven track record of operational and project management in a comparable setting.
3. Competent and confident in managing budgets and financial performance.
4. Experience and confidence in monitoring, evaluating and reporting on outcomes.
5. Experience of managing staff, volunteers and sessional workers.
6. Experience of working with, and reporting to, a board or management committee
7. Track record of success in community development roles in the voluntary or public sectors.
8. Track record of success in writing funding applications
9. Ability to work on own initiative and with minimal supervision: well organised and able to plan, prioritise and administer own work.
10. Excellent communication and interpersonal skills and able to create strong working partnerships with organisations, community groups and volunteers.
11. High level of IT and digital competence, confidence and self-reliance.
12. A resilient, can-do and problem-solving approach to challenges.
13. Willing and able to work flexibly, including outside normal working hours.

Desirable knowledge, experience and skills

1. Knowledge of the local area and its communities
2. Member of the CLD Standards Council

Bridgend Farmhouse, September 2020