**West Calder Community HUB**

**Job Title:** Business Development Worker (Fixed Term)

**Accountable to:** Communities Manager

**Employed by:** West Calder Community Education Association SCIO

**Salary:** £25,000 FTE

**Pension:** Contribution Scheme with NEST.

**Hours:** 18 hours per week

**Holiday:** 28 days per calendar year (pro rata)

**Location:** West Calder Community Centre, Dickson Street, West Calder, EH55 8DZ and other location as required by the organisation.

**Purpose of role:**

West Calder Community HUB is undergoing a period of growth and development with a new vision for local community services linked to our strategic plan.

The purpose of the role is to scope, develop and begin to implement how the HUB can future proof itself by;

* Considering, developing and implementing a range of income generation activities to generate income for the charity, which can be invested in our charitable purposes and services.
* Reviewing our existing business streams with a view to make them more accessible to the public and develop proposals to increase their income levels.
* Marketing our services and Community Hub to the wider public.
* Support and develop the growth of our Fitness Suite and Brunch Club Services.

A wide variety of income generating activities will be explored, but in particular, they will concentrate on the following: -

* Informal learning opportunities
* Recreational activities & gatherings
* Health & Wellbeing
* Social Connections
* Welfare and Employment Support
* Café and catering developments

This is a 1-year fixed term contract.

**Key Responsibilities**

* To research business opportunities, build networks and partnerships in order to provide recommendations for business growth and development.
* Provide reports for the Board of Trustees as required.
* Develop, monitor and maintain systems of recording statistical information and evaluation information of different strands of service.
* Liaise with Communities Manager to ensure project delivered within budget including management of specific project budgets.
* Development, design and delivery of training to other organisations.
* To develop and nurture positive business relationships with potential partners within the public, corporate and third sectors.
* Participate in relevant forums, meetings and events as a representative of the organisation.
* Any other relevant duties as may be required by the Communities Manager.

**Person Specification**

| Person Specification | Criteria |
| --- | --- |
| Qualification and training | * A qualification in a relevant area for example, Business Management, Accountancy, Community Development, Leadership and Management. |
| Experience and Knowledge | * Direct experience of income-generating activity with a track record of successful funding applications * Experience of developing and implanting business plans * Experience of developing and delivering projects to a high professional standard. * Experience of giving presentations, networking skills and a proven ability to develop relationships. * Ability to build and develop effective ongoing partnerships * Excellent verbal and written communication skills * Experience of supporting volunteers. * Experience of delivering and designing training |
| Competencies and skills | * Proficient IT skills and knowledge of Microsoft and Google Workspace * Business and Leadership Skills |
| Personal Characteristics and other | * Ability to carry out evaluation * Strong verbal and written communication skills * Able to build effective and engaging relationships * Ability to respond constructively to change * Resilient * Reliable * Collaborative * Solution focussed * Flexibility of approach * Self-motivated, enthusiastic and offer a high degree of professional commitment * Current driving licence and access to own vehicle |
| Additional Information | * The post may require some evening or weekend work. |