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| **JOB TITLE** | **Charity Manager** |
| **ORGANISATION** | DD8 Music |
| **LOCATION** | DD8 Music, 29 Bellies Brae, Kirriemuir, Angus, DD8 4EB |
| **CONTRACT / HOURS** | Initial 1 year contract, with option to extend depending on funding / 37 hours per week |
| **RESPONSIBLE TO** | DD8 Music Board of Trustees |
| **RESPONSIBLE FOR** | Managing the DD8 Music charity and staff team |
| **SALARY / PENSION** | £34,788 - £ £37,849 p.a. with placing on the scale dependent on qualifications and experience. 3% employer contribution to pension scheme. |
| **LEAVE** | 33 days |

**DD8 Music**

DD8 Music is a charity based in the Angus town of Kirriemuir. Founded originally by a group of young people in the town back in 2005, the charity carries out a variety of music and media-based youth and community work. In pre-COVID times the charity operated from their recording studio base in the town but have been busy over the past year with a wide variety of virtual activities. As well as working directly with the town’s young people, the charity also runs the “Bonfest” music festival, by far the biggest weekend of the year in Kirriemuir.

The charity is now looking ahead out of COVID, and wants to recruit a new general manager to steer DD8 Music into the future. We believe there is a huge amount of untapped potential in DD8 Music, and we are looking for a visionary manager to help us grow and develop. As well as our youth work and Bonfest this will include exciting new projects such as the Kirriemuir Rock and Roll museum and the “Signs of Change” public art project.

**Main Role**

DD8 Music is looking to recruit a Charity Manager. This role is responsible for the day-to-day management of the organisation, including the staff, its buildings (the DD8 Music Studio and the Kirriemuir Rock and Roll Museum), the funding strategy, and the programme of activities of this longstanding community anchor organisation based in Kirriemuir

Reporting directly to the Board of Trustees, you are responsible for the day-to-day management of DD8 Music. You will provide support for the Board and its working groups to ensure they are able to fulfil their responsibilities. You will build good working relationships with DD8 Music’s membership, funders, partners and the local community to ensure the organisation is fulfilling its aims and objectives. You will be confident at making decisions for the good of the organisation and a strong team leader. Although the role operates at a strategic level, and you are the senior member of staff, as a small organisation it is important that you recognise it is a hands-on role as well.

**Key result areas/key tasks/main duties**

* Co-ordinating and supporting the team of staff & volunteers in helping to run the studio and DD8 events & activities.
* Assisting in the management of festivals throughout the year, including Bonfest and Live in the Den.
* Fundraising, through events and grant applications.
* Running youth drop-in sessions and project work.
* Carrying out needs assessments to identify gaps in provision and areas of improvement.
* Supporting the DD8 Music Youth group in developing their own initiatives.
* Developing new initiatives for the youth of the town, including training projects for unemployed young people.

**Responsible for staff/equipment**

* Managing the DD8 Music team of staff, sessional workers & volunteers.
* Manage the upkeep of the studio, recording equipment and instruments.
* Duty of care to young people taking part in sessions.

**Responsible to (reporting relationship)**

* The DD8 Music Board of Trustees.

**Person Specification**

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| **Criteria** | **Essential/ Desirable** | **Tested at Application or Interview** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent in a relevant subject | Desirable | Application |
| A similar level of appropriate knowledge gained from significant practical and related work experience in working with communities | Essential | Application |
| **Skills** |  |  |
| Excellent project management skills. | Essential | Application/interview |
| Strong interpersonal skills to build up of relationships with stakeholders – community, funders etc. | Essential | Interview |
| Understanding of charity/community sectors. | Essential | Application/interview |
| Clear understanding of community development and its role in supporting communities to flourish and thrive | Essential | Application/interview |
| Working knowledge of music studio environment and recording techniques and software | Desirable | Application/ interview |
| Proficient in at least one musical instrument | Desirable | Application/ interview |
| Driver with access to vehicle/own transport | Essential | Application |
| **Experience** |  |  |
| Experience of running a successful community based organisation. | Desirable | Application/interview |
| Experience of successfully securing funding from different sources. | Essential | Application/interview |
| Experience of working with community & local groups. | Essential | Application/interview |
| Experience of leading change within an organisational setting. | Desirable | Application/interview |
| A track record of delivering projects. | Essential | Application/interview |
| Experience of reporting to and working with a volunteer board of management. | Desirable | Application/interview |
| Considerable experience of developing partnerships and working in collaboration. | Desirable | Application/interview |
| Experience of successfully managing and motivating teams and leading staff development. | Essential | Application/interview |
| Financially literate with experience of managing significant budgets and funding planning. | Essential | Application/interview |
| Experience of managing a workplace and premises to ensure they operate safely, legally and in full compliance with all relevant statutory obligations. | Essential | Application/Interview |
| **Personal** |  |  |
| A commitment to the values, aims and objectives of DD8 Music. | Essential | Interview |
| A team player. | Essential | Application/interview |
| Inspired to lead by example and motivate the team to deliver. | Essential | Application/interview |
| Commitment to setting a positive and enthusiastic tone throughout the organisation. | Essential | Application/interview |