**Polbeth Community HUB SCIO**

**Job Title:** HUB Manager

**Job Description:** A HUB Manager is required to co-ordinate and develop the structures, management and activities of the HUB.

**Purpose of role:** To provide organisational management, entrepreneurial spirit, dynamic leadership, strategic direction and financial stewardship.

**Accountable to:** Polbeth Community HUB SCIO Board of Trustee

**Employed by:** Polbeth Community HUB SCIO

**Salary:** £36,000 FTE

**Pension:** The HUB offers a pension scheme via NEST.

**Hours:** 37.5 hours per week

**Holiday:** There will be 28 days per calendar year

**Location:** The primary base will be Polbeth Community HUB, Polbeth Village Hall, Polbeth, EH55 8SD and West Calder Community HUB, Dickson Street, West Calder EH558DZ with flexible working arrangements also considered to allow working from home when required.

**Purpose of HUB Manager role**

This role provides for organisational management, strategic direction and project delivery of Polbeth Community HUB SCIO on behalf of the Board of Trustees (the Board) along with West Calder Community HUB our sister organisation (West Calder Community Education Association SCIO). The board have elected to provide appropriate governance that ensures that The HUB achieves its mission and also behaves at all times in a way consistent with its defined values.

**Responsibilities of role**

The HUB Manager will be responsible for: -

Strategic Direction

* Ensuring that all project activities are consistent with the mission and values of the organisation without ‘mission drift’ or erosion of values.
* Running the day to day business of the HUBs effectively and efficiently by ensuring that the Trust operates appropriate management structures and systems in order to fulfil its strategic objectives.
* Securing the long-term future of the organisation, including existing funding streams, and developing new and robust income generating initiatives.
* Coordinating the on-going development of the Business Plan/Strategic Plan/Project Delivery Plan.
* Managing the use of existing funding streams, and developing new and robust income generating initiatives.
* Enabling the organisation to continue to successfully translate its mission and objectives into an achievable business plan that delivers desired social, economic and environmental outcomes and financial balance.
* Managing relationships with key supporters, funders, media, national and local government and other key stakeholders of the HUBs.
* Building strong working relationships with the media, PR organisations and the third sector to maintain the profile and awareness of the organisation and successfully promote projects, campaigns, appeals, events, activities as required.

Leadership

* Undertakingthe day to day management of other HUB staff, including monitoring individual performance
* Directing the staff teams in the ongoing development and delivery of existing projects and the creation of new projects.
* Fostering and maintaining good morale amongst the staff team, by ensuring that The HUBs are a good and fair employer and that our project activities are consistent with the value system.
* Ensuring and safeguarding the integrity and reputation of The HUBs at all times.
* Forming partnership and collaborative arrangements where there is advantage to this and it is in line with our mission and values.
* Nurturing and development of a highly skilled, empowered and highly autonomous team who are motivated and capable of successfully delivering the HUB’s range or projects and thus its mission and business plan objectives.
* Involving staff team and project participants in the ongoing development of existing projects and the creation of new projects – an innovative ‘ideas culture’.
* Ensuring each team member has the opportunity to develop and fulfil their potential and to work with a high degree of autonomy to deliver their focal project activities.
* Understanding strengths and weaknesses of all staff members, to ensure that the team is deployed in as effective a way as possible.
* Ensuring that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the HUB’s objectives.

Financial stewardship

* Developing (in conjunction with the Board) annual budgets and monitoring organisational performance against these budgets, putting in place interventions where required to ensure budget targets are met.
* Ensuring that the major risks to which the charity is exposed are reviewed regularly and that systems have been established to mitigate these risks.
* Leading the organisation to develop robust, challenging yet achievable annual budgets and targets.
* Overseeing (with support from The Treasurer) the financial activities of the organisation including budgeting, reporting and audit.
* Ensuring an effective funding strategy is implemented for the organisation in accordance with the Business Plan.
* Writing and overseeing funding applications identified in funding strategy and project planning
* Planning and developing self-generated income streams with long-term income potential.
* Ensuring that financial awareness runs through all parts of the organisation, so that financial efficiency without loss of quality is an objective for all staff members.
* Achieving a balance between project delivery and longer-term financial sustainability.

Good governance

* Ensuring that the HUB and the Board continue to meet all legal and regulatory requirements.
* To draw the board’s attention to matters that it should consider and decide.
* To ensure that the board receives all necessary advice, guidance and information on matters relating to current performance, the short and long-term future of the HUB, regulatory and legal compliance and other appropriate issues, making sure that such advice, guidance and information are timely, honest, balanced and relevant.
* To be accountable to the board for the proper and effective management of the charity.
* To assist the board in focusing on its governance role by making sure the board agenda and papers do not draw the board away from governance and into operational detail.
* To ensure that management policies and decisions support the agreed mission, values and agreed strategic priorities of the charity.
* To agree appropriate methods for monitoring the performance of the charity and to report back to the board on the performance of the charity as compared with the business plan and annual budgets as approved by the board.

This Job Description and the duties may vary from time to time at the discretion of the Board to satisfy the needs of the organisation.

**PERSONAL QUALITIES**

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| **Category** | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | Experience of organisation/project & team management  Experience of activity within third sector ideally within social enterprise or development trust sector.  Track record of project creation and development  Track record of entrepreneurialism and leadership  Ability to plan strategically and articulate that strategy in business plan, proposal and work plan forms.  Track record of successful fundraising | Experience of delivery of projects whose focus is on engaging at a local level  Marketing experience  Experience of social enterprise  Experience of working within Development Trust sector  Experience of building development and/or working with planning/architects/consultants.  Public speaking, networking and media experience  Track record of project creation and development  Track record of entrepreneurialism and leadership  Experience of delivery of projects whose focus is on engaging at a local level |
| **Skills and Abilities** | Good networking skills  Collaborative leadership style and the ability to inspire the Trust staff team  Demonstrable strong time management skills and ability to effectively manage workload, including that of others  A values-driven approach  Excellent inter-personal skills and the ability to form collaborative partnerships  Ability to manage all aspects of a project in an effective and balanced manner  Strong communicator, with both verbal and written communications skills of a consistently high standard  Ability to work under pressure and meet deadlines  Methodical and organised in approach to work, with strong attention to detail  Ability to recognise own limitations and those associated with the post  Competent financial strategist/planner | Ability to problem solve and to use initiative and to innovate as part of problem solving  Ability to apply leadership experience and skill with sensitivity in a context that is focused on social and community objectives.  Ability to problem solve and to use initiative and to innovate as part of problem solving |
| **Qualifications and Knowledge** | Educated to degree level in a relevant subject.  A strong understanding of community development and sustainability issues  Willingness to enhance own knowledge and undertake further training as necessary  A strong understanding of community development and sustainability issues | Good networks in third sector in Scotland  A strong understanding of social enterprise/development trusts  Appreciation of link between sense of place and well-being |
| **Personal Qualities** | Personal commitment to community development  Leadership qualities and a desire to bring out the best in the Trust’s team  Good decision maker  Ability to prioritise  Resilient and flexible  Ability to cope under pressure  Ability to maintain an objective and professional perspective at all times  Ability to produce work of a consistently high standard  Ability to recognise personal/professional boundaries at all times |  |
| **Other Requirements** | IT Literate  Post will require some out of hours working for which time in lieu will be available | Clean driving licence |