



Community Facilities Manager - Job Purpose

We are looking for a person with excellent management, communication, marketing and administration skills to become our Community Facilities Manager. The postholder will play a central role in helping us build Woodlands into an attractive and creative community where people connect with each other and thrive.

The primary purpose of this role is to manage bookings and activities taking place at our Community Meeting Room and Events Terrace at 66 Ashley Street, G3 6HW. However, the postholder will also assist Woodlands Community's Manager on health and safety and staffing issues as well as contribute to our plans for further building improvements at the lower level of the Ashley Street site.

Our Community Meeting Room opened in 2017, and an outdoor Events Terrace was added just before the start of the pandemic in early 2020. Both the Meeting Room and Terrace act as the main hub for our own community activities as well as being hired out as an affordable events space to a wide range of organisations. Since our meeting room re-opened (post Covid) in March 2022 it has been let out to over 40 different hirers – ranging from local residents, community organisations, charities, student groups and private sector businesses.

The Community Facilities Manager acts as the first point of contact for external hirers, manages bookings via an online booking system and promotes activities through both social media and printed resources. They support our Finance Manager to ensure payments for bookings are kept up to date and work closely with our other project staff to ensure smooth planning and delivery of events on site. They currently provide line management support to two members of staff and take a lead role in implementing onsite practices relating to health and safety.

The successful candidate will have previous experience of helping to look after a community facility. They will have excellent interpersonal skills, experience of line managing staff, be able to manage a varied workload and also be adept in managing budgets. They will be able to communicate well with people from a range of different backgrounds, work flexibly within a small team and build successful partnerships and relationships with organisations across different sectors.

This is an exciting and varied role and a real opportunity to contribute to the core activities of an innovative and successful charity. Although initially only funded for 12 months, we see this very much as a long-term post with the potential to expand over time.

Terms and Conditions

HOURS: 21 hours per week. Some evening and weekend work is required.

SALARY: £27,535 (pro-rata)

PLACE OF WORK: The postholder will mainly work on site at 66 Ashley Street, G3 6HW or from our offices at Visibility Scotland, 2 Queens Crescent G4 9BW. An element of homeworking is allowed.

CONTRACT: The post is offered on a fixed term contract, initially until 31st October 2023. Subject to confirmation of funding, the post is expected to be extended further. It is also possible that hours will be increased to 28 hours per week from April 2023.

HOLIDAY: We offer an annual leave entitlement of 36 days per year (pro-rata).

PENSION: We offer a NEST Workplace Pension scheme with a 5% employers' contribution.

How to Apply

Please email your CV and a covering letter to recruitment@woodlandscommunity.org.uk

The **Closing Date** for applications is **5pm on Tuesday 4th October**.

Late applications will not be considered.

Interviews are expected to take place on the mornings of **Thursday 27th** and **Friday 28th October**.

More information

Further background information about our work is available on our [website](#).

For any queries about this vacancy please email recruitment@woodlandscommunity.org.uk



Community Facilities Manager - Job Description

The Community Facilities Manager will:

1. Co-ordinate community events, activities and opportunities taking place outdoors at our Events Terrace and Community Meeting Room at 66 Ashley Street.
2. Manage our Ashley Street site in relation to health and safety and Covid Protocols.
3. Provide advice, support and resources to resident groups and community organisations who wish to contribute to our public programme and/or put on their own community activities.
4. Deputise as required for our Manager at stakeholder and community meetings.
5. Assist our Manager to develop new partnerships that can further develop our community work.
6. Work alongside our Manager and members of our Board to identify/progress options for the further development of the lower level of the site at 66 Ashley Street.
7. Provide line-management support to staff including our Cleaner, Facilities and Events Worker and sessional Events staff.
8. Oversee arrangements for cleaning of the building, organising a schedule for our cleaner and ensuring that stocks for the building/Terrace are well maintained
9. Ensure our Portacabin storage facilities are kept in good order.
10. Act as first point of contact for individual, groups and organisations interested in hiring the Community Meeting Room and Events Terrace at 66 Ashley Street.
11. Administer bookings for the Meeting Room and Events Terrace and liaise with hirers about their requirements, including access to keys for opening and locking up.
12. Ensure hirers are aware of their obligations relating to health and safety, Covid-19 secure guidelines, security and good housekeeping.
13. Issue invoices and payment instructions to hirers and liaise with our Finance Manager re tracking payments for bookings.
14. Promote activities via our website, social media, site notices, email bulletins and printed resources and undertake outreach to engage the wider community and involve them in activities.
15. Assist our Manager with the promotion of our Woodlands Community friends scheme and other income generating opportunities.
16. Assist our Manager with the development of written policies and procedures to ensure best practice in relation to staff wellbeing, health and safety and employment matters.
17. Assist as required at Woodlands Community events, including on some evenings and weekends.
18. Collect statistical data as required both for funders and WCDT Board of Management.
19. Carry out any other reasonable tasks requested that support the aims and values of WCDT.



Community Facilities Manager - Person Specification

Essential Criteria

The successful candidate will:

1. Have relevant experience of managing a community building or other similar facilities.
2. Have a minimum 5 years experience of working in community settings (either in a paid or unpaid capacity).
3. Have at least 3 years experience of line managing staff and/or volunteers.
4. Have substantial marketing experience, including promotion of activities via social media.
5. Have experience of developing workplace policies and procedures relating to health and safety and/or HR/personnel matters.
6. Have relevant experience of managing finances/budgets.
7. Have excellent communication skills, both written and verbal.
8. Be systematic in their approach to their work and have good attention to detail.
9. Have excellent administrative and IT skills.
10. Be able to work well as part of a small team.
11. Be able to work well on their own initiative.
12. Be able to manage a varied workload and meet deadlines.
13. Be able to work well with people from a range of different backgrounds.
14. Have a flexible approach to their work and be able to work evenings and weekends.
15. Have experience of organising and managing public events.

Desirable criteria.

1. Be skilled in designing and creating marketing materials.
2. Have experience of fundraising, including generating income from non-grant sources.
3. Have knowledge and/or experience of supporting capital building projects.