



# Tayport Community Trust

[www.TayportCT.org.uk](http://www.TayportCT.org.uk)

## Tayport Community Trust and Tayport Community Enterprises

**Post Title: General Manager**

**Salary: £29,000 per annum**

**Part time post (28 hours per week)**

**Location: Tayport**

**Responsible to: Tayport Community Trust Board and Tayport Community Enterprises Board**

**Supervision: Named Trustee**

### **Background**

Tayport Community Trust and Enterprise has grown into a sizable organisation with an annual turnover of all organisation activity of £500k per annum and employing over 25 part time and full-time staff (4 off which are involved with TCT)- £250k, with also ... volunteers and self-employed ...

The Trust currently manages The Larick Centre and the PLANT group, with the Enterprise managing the Larick Café, Harbour Café, and Larick Campsite. The Enterprises departments are set up to generate cash which in turn is gifted to the Trust for community projects and has a vital role in the sustainability of the Trust.

The General Manager will be responsible for the management of all activities on behalf of the two boards.

### **Role purpose**

1. To provide executive leadership to the Trust & Enterprises, leading on the implementation of the plans and the achievement of its targets
2. To support the Board of Trustees and Directors to fulfil its responsibilities in the governance of the Trust & Enterprises
3. To work with the Boards to develop strategy, plans and targets
4. To work with TCE Board to ensure that all departments are generating cash as budgeted
5. To work closely with local communities to ensure their needs are reflected in the work of the Trust
6. To ensure our long term sustainability, through sound business planning, fundraising and financial management
7. To promote the work of the Trust to our local communities, partner organisations and funders
8. To ensure our buildings and assets are managed safely, effectively and to serve their local communities

9. To manage, support and develop staff and volunteers.

**Key areas of responsibility:**

**Community development and engagement:**

- Work with staff to identify and develop opportunities to engage with local community to achieve an understanding of what activities and services are needed within their local areas
- Support staff to
  - consult and develop projects with local groups / individuals
  - develop and manage processes which will enable the involvement of community and users in the future direction of the Trust and decision making
  - measure the impact of projects undertaken

**Staff and volunteers:**

- Work with staff to ensure
  - all staff and volunteers are recruited, inducted, and supported appropriately, including implementing regular supervision sessions and an annual appraisal process
  - all staff and volunteers are trained and supported to safeguard all vulnerable users of our buildings and activities, specifically children and vulnerable adults
- Ensure that the Trust & Enterprises has the necessary numbers of staff and volunteers to deliver its functions effectively
- Ensure cover across projects as necessary in the absence of other members of staff

**Partnership working**

- Work with staff to actively engage with partners, including local communities, the council and other public agencies and local voluntary groups
- Improve engagement with TCT members

**Financial management:**

- Prepare organisational and project budgets
- Implement procedures for the maintenance of financial controls and records, liaising with the Treasurer on a regular basis
- Monitor financial performance against agreed budgets

**Fundraising:**

- Identify appropriate funding for the Trust & Enterprises
- Work with lead trustees on fund raising applications
- Maintain good relations with funders and ensure all funder reporting obligations are met

**Governance:**

- Support trustees in the fulfilment of their governance duties and ensure that the Board has at its disposal sufficient resources, guidance, and professional advice to make informed decisions
- Prepare report for trustee & Directors board meetings.
- Develop material for the Annual Report and organise an interactive AGM
- Work with staff to support area based steering groups or user groups

- Work with the Board to ensure that the Trust has an effective policy framework to govern its work?
- Work with lead trustees on the development of new areas of activity for the Trust?
- Work with lead director on the development of new opportunities to increase profitable income.

### **Communication, marketing, and promotion**

- Work with staff to
  - develop the website and social media presence of the Trust & Enterprises so that local communities, funders and partners are well informed
  - produce regular e-newsletters for partners and local communities
  - ensure Trust & Enterprises materials are accessible and reflect our brand and values
  - Market the Trust & Enterprises to potential hirers and funders
  - Develop a programme of annual events with local communities including those which reflect our values
- Represent the Trust at meetings, including giving talks on our work

### **Building Management:**

- Work with the staff to ensure that the Trust has an effective system to promote its community buildings to prospective hirers and users, and there are robust systems for organising and invoicing bookings
- Work with the staff to ensure that the Trusts buildings and assets are safe and accessible to use, meet legislation and good practice, including appropriate operational policies and procedures, health and safety, food hygiene etc
- Along with staff and volunteer maintenance team ensure plans for the short- and long-term maintenance of our buildings and assets are regularly reviewed.

### **Monitoring and Evaluation:**

- Implement a system to monitor the impact of our work involving staff, volunteers, users and the community in the process
- Report on the impact of our work to the Boards, key partners and when required funders.

### **Administration:**

- Implement and maintain all IT systems for the Trust along with our service provider
- Ensure compliance with all regulatory reporting obligations
- Ensure that the Trust has effective administrative processes to manage its business on a day-to-day basis.

### **Professional development:**

- Attend training, conference, and other opportunities to develop relevant skills
- Organise opportunities for training and developing the staff and volunteers' team.

Undertake other tasks commensurate to the role as required. The role requires work outside of normal working hours in the evenings and on the weekends. The Trust has a time off in lieu (TOIL) system in place.

## Structure

