



## **Rosyth Community Projects Limited**

### **Job Description and Person Specification**

<b>Post Title:</b>	General Manager
<b>Contract:</b>	Permanent (1 year initially & subject to continued funding)
<b>Salary:</b>	£35,000 with contributory pension scheme
<b>Hours of work:</b>	25-30 (negotiable) hours per week worked over 5 days that may include some Saturdays / Sundays / Evenings. Initial probationary period of 6 months applies.
<b>Holidays:</b>	28 days holiday, plus 5 public holidays, per annum pro rata based on 37.5 hour week
<b>Location:</b>	Rosyth – but some travel around Fife may be required
<b>Reporting to:</b>	EATS Rosyth Board of Management.
<b>Responsible for:</b>	1 full-time and 5 part time staff members & any sessional staff

### **About EATS Rosyth:**

Rosyth Community Projects Limited is a registered charity based in Rosyth which delivers the Edible & Tasty Spaces: EATS Rosyth project. We operate a community hub (soon to be a cafe) in Rosyth as well as a community garden and centenary orchard. We offer a diverse range of activities, sometimes in partnership with other charities and public-sector organisations including delivery of the Rosyth Children's Gala. Our work encourages individuals, households, community groups and businesses to get involved in making Rosyth a better place to live. We provide opportunities in the Rosyth community for growing, cooking and sharing food plus a diverse range of social opportunities to increase a sense of community in the town.

### **About the role:**

The purpose of this role is to take a strategic lead in the development and sustainability of EATS Rosyth's community facing services, activities, volunteering and external partnerships, working closely with our board of trustees.

You will lead our small competent staff team and expanding number of 50+ volunteers to deliver a wide range of grant-funded projects and the development of income generating activities as we move into trading from our new community cafe.

You will drive our vision, embracing all that we do in the present, instilling a sense of purpose and direction for the future. You will make the organisation's objectives clear, inspiring staff to deliver them in a way that embodies the core values of the project. Working in collaboration with senior staff, you will be responsible for the overall organisational and programme development and for preparing reports for the Board.

You will support the staff team and encourage continuous learning and development, ensuring that the team is equipped with the skills and knowledge they need to meet both present and future challenges.



## Specific responsibilities

### · Governance

- To work with the Board to develop the project aims, vision and strategy
- To support the Board in ensuring high quality governance
- To support the recruitment and retention of Board members
- To implement and support the review of organisational policies, including those relating to employment, equal opportunities, health and safety, and the safeguarding of children and vulnerable adults.

### · Leadership

- To set the direction for the staff team, ensuring that objectives are clear and that staff fully understand their roles within the organisation and have the information they need to make and act on their own decisions
- To lead EATS Rosyth in developing and maintaining its organisational values, ensuring that these feed through to the delivery of all services
- To support a culture of learning and reflective practice

### · Strategic management

- To set and achieve measurable outcomes in agreement with the Board and to report on progress
- To co-ordinate the running of the organisation, delegating responsibilities to senior staff members where appropriate
- To ensure that the projects and services delivered by EATS Rosyth meet the needs of participants, funders and partners
- To develop and implement strategies for key organisational risks
- To provide line management, support and advice to senior staff members
- To ensure that effective workforce planning is in place to support an effective and satisfied staff team

### · Financial sustainability

- To set and manage budgets, delegating responsibility where appropriate
- To develop the charity's financial sustainability including income-generation projects in line with the Strategic Plan
- To ensure that sufficient grant funding is in place and effective financial management systems and controls are developed and implemented

### Relationships

- To encourage and facilitate cooperation and joint working, both among EATS Rosyth teams, volunteers and with external partners
- To create and maintain a network of contacts in the voluntary, public and private sectors at a strategic level
- To represent the project on key local, regional and national committees
- To engage with media, provide press releases, interviews and information



## Person Specification

### Essential criteria:

- Excellent leadership, communication and interpersonal skills
- Knowledge of HR policies and good practice
- Demonstrable management experience
- A positive and supportive attitude
- Experience of, and success in, securing grant funding
- Experience of partnership working and ability to develop strong partnerships
- Ability to take and implement challenging decisions and work under pressure
- Excellent literacy, numeracy and IT skills, including Microsoft Word and Excel
- Genuine interest in community development and engagement, social justice and environmental issues.
- Ability to travel to meet the requirements of the role

### Desirable criteria

- · Experience of working in the voluntary/community sector
- · Experience of managing grant-funded projects
- · Understanding of social enterprise
- · Experience of managing facilities and resources

For further information on the project visit [www.eatsrosyth.org.uk](http://www.eatsrosyth.org.uk) or on Facebook at [www.facebook.com/rosythcommunityhub](https://www.facebook.com/rosythcommunityhub) & [www.facebook.com/eats.rosyth](https://www.facebook.com/eats.rosyth). For any queries please email: [info@eatsrosyth.org.uk](mailto:info@eatsrosyth.org.uk)

Closing date for applications is Tuesday 18 April 2023 at 5pm.

All applications to be made on Job Application form. CVs will not be accepted.

Applications via email to: [info@eatsrosyth.org.uk](mailto:info@eatsrosyth.org.uk) or alternatively marked **Private and Confidential** to:

Rosyth Community Projects Limited  
8 Aberlour Street  
Rosyth, KY11 2RD

Rosyth Community Projects Limited is an equal opportunities employer and a registered Charity. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.

Job Description prepared: 20<sup>th</sup> March 2023