

Kinning Park Complex Building and Hires Lead

Salary: £21,600 pa (£27,000 FTE)

Location: Glasgow

Part time: 4 days per week

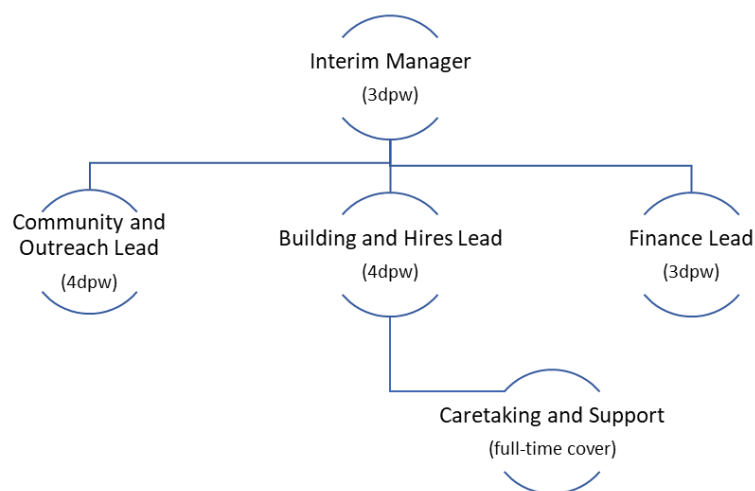
Fixed term: until 31 March 2024

This is a unique opportunity to support and develop Kinning Park Complex (KPC). In 2018, KPC was constituted as a Scottish Charitable (SCIO) and secured funding to purchase and renovate the building. Following the departure of our Director in 2021, and the handover of the building from an extensive renovation programme in 2022, KPC is ready for a period of recovery and transition. The KPC Board is looking for a creative, collaborative, experienced person to oversee the safe running of the building as a meeting and events space.

KPC is a well-established and well-loved community space with a large hall, a number of small office and event spaces, potential hot desking spaces, a kitchen, cafe, and a community garden. The space is a vital community asset with a range of community-based projects and activities including community meals, classes and events.

We are looking for a Building and Hires Lead to keep KPC open and operational as an events and meeting space in the short term, whilst developing a future KPC that is based on a strong and sustainable operational model. A key aim for the organisation through this transition is to understand how to effectively achieve our charitable aims and best serve the local community by acting as a facilitator to partner service providers, rather than provide services directly.

The post holder will work primarily alongside a Community and Outreach Lead and a Finance Lead, overseen by an Interim Manager and supported by caretaking cover.



Contact us

www.kinningparkcomplex.org

hello@kinningparkcomplex.org

07840843314

About us

43 Cornwall Street, Glasgow, G41 1BA

The Kinning Park SCIO is a registered charity

SC048399

Role Description

The focus of the Building and Hires Lead will be to ensure that:

- The KPC building is fully operational, fit-for-purpose, safe and secure;
- KPC attracts and sustains tenant residency in the building which support its financial sustainability;
- KPC's occupancy and income are maximised;
- All regulatory and operational policies, protocols, systems and procedures are in place; and
- Tenants and visitors to KPC feel welcomed and receive a positive experience there.

The responsibilities of the Building and Hires Lead include:

- maintaining relationships with existing tenants and hires
- seeking out and securing additional business as a means of income generation
- managing room bookings and hires through our booking system Nexodus
- establishing and maintaining service levels in relation to hires and tenancies
- managing a budget around building hires and tenancies
- contributing to the financial management of the organisation
- responsible for Health & Safety contracts for building
- defining and implementing operational policies and procedures in line with agreed service levels
- contributing to fundraising plans and applications
- working with the Community and Outreach Lead to ensure the building is fully fit for purpose and meets the needs of visitors, tenants and community members alike
- collaborating on strategy, and producing quarterly board reports with the Finance Lead and Community and Outreach Lead
- flexible working patterns that include some weekend work
- acting as the point of contact for building visitors when necessary
- management and oversight of caretaking and support

Essential Skills and Attributes

- Experience of running an equivalent centre or building with spaces for rent/hire
- Experience of managing health and safety in a public or workspace
- Experience and understanding of costing and pricing services
- Strong customer service skills


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- Excellent communication skills with the ability to adapt to a breadth of audiences and situations
- Good organisational and administrative skills commensurate with managing competing priorities effectively
- Digital skills – proficient in the use of standard IT applications
- Competent in setting up, managing and reporting on financial budgets
- Able to work as part of a team; willing to both influence and be influenced
- Approachable and committed to problem solving as a team

Desirable Skills and Attributes

- Experience of working in an organisation or building which balances community needs and income generation
- Facilities Management experience
- Trained in the use of Nexodus, Quickbooks
- Good organisational and administrative skills
- Experience monitoring, evaluating and reporting outcomes & objective for Funders
- Experience developing new events programmes and projects
- Knowledge of communication, marketing, publicity, public relations or social media
- Experience of event planning and organising
- Knowledge of, or training in accessible spaces and inclusion

Terms and Conditions

Period of contract: 12 months, Fixed Term

Start date: From Monday 17 April 2023 (negotiable)

Salary: £21,600 PA (£27,000 FTE)

Number of hours per week: 30 hours per week (4 days)

Some flexibility may be required within this to support evenings and weekends, by arrangement

Deadline for applications: Monday 10 April 2023 09.00

Interviews: Planned to take place in week commencing from Monday 10 April (including some potential for evening and weekend appointments)

To express your interest, email your CV and a cover note about why this role interests you to board@kinningparkcomplex.org with **FAO Building and Hires Lead** as the subject line.


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Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore encourage applications from all suitably-qualified candidates, irrespective of gender, transgender status, disability, marital, parental status or caring responsibilities, ethnic or racial origin, or class background.

If you have any questions about the application please email board@kinningparkcomplex.org

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