

**Centre Development Co-ordinator**

Coordinator Salary £33,520 (pro rata) 28 hours per week. Working pattern to be agreed between the committee and the successful candidate(s). Working-time should be appropriately logged. This post is funded by the National Lottery Community Fund.

27 days holiday and public holidays pro rata

**Employer**

Drylaw Telford Community Organisation SCIO Board of Trustees

**Responsible for**

Taking a lead role in the development and regeneration of Drylaw Neighbourhood Centre, based at 67b Groathill Road North, Edinburgh, EH4 2SA.

**What makes us who we are?**

Drylaw Neighbourhood Centre is a SCIO charity based in Drylaw, Edinburgh. From young people to older adults, we run projects that build confidence and help to achieve positive changes within their community. Currently we run a supported community gardening scheme, several community groups and a youth work programme.

**Our charitable aims and objectives are**:

To develop the capacity and skills of people living in socially and economically disadvantaged areas in such a way that they are better able to identify, and help meet, their needs and to create active, flourishing communities. To run a Neighbourhood Centre, primarily for the benefit of Drylaw, Telford and other communities in North Edinburgh.

**Centre Development Coordinator- as Centre Development Coordinator you will:**

* Familiarise yourself with groups and activities currently taking place in the Centre and offer support to groups/group leaders as required and where appropriate.
* Line manage some staff and volunteers
* Develop local groups, events, and activities which further the Centre’s vision and work alongside the Management Committee to agree classes and events operating in the building.
* Work collaboratively with the management committee and in partnership with Centre based employees with the aim of promoting the smooth running of the Centre’s activities. Provide key-holding responsibility periodically (subject to Management Committee approval)
* Work with the Management Committee to identify/deliver fundraising activities, such as researching potential sponsors and funders, developing fundraising events, and writing proposals to potential sources of funds.
* Develop outreach work to deliver our inclusive goals and engagement remits through networking and open dialogue across and between current centre users, local neighbourhood and the wider diverse communities.
* Develop use of the building’s spaces to attract commercial lets, to raise the profile of the Centre and create both income and resources to support community projects.
* Represent the Centre at local events to promote the Centre’s contribution to the locality.
* Increase income, usage and activities within the centre for all ages.
* Engage with local stakeholders including community members, organisations and local businesses.
* Work closely with and report to the Management Committee
* **Responsibilities**
* Lead on the Drylaw Neighbourhood Centre’s marketing and communications strategy.
* Some line management responsibilities
* Fundraise from a range of sources including businesses, charitable foundations and trusts and government agencies
* Ensure all Health and Safety, Fire Safety and security procedures for the building are followed.
* Manage and update our website, marketing information and social media regularly.
* Execute professional events at the centre within budget and project plans.
* Develop and improve existing systems and procedures to ensure the day to day running of the centre is easy and safe for everyone.
* Take the lead on increasing centre use and income, through liaising with tenants, potential tenants, and room bookers to ensure their needs are met.
* Coordinate the maintenance, repairs and renewals of the building and ICT to ensure it is safe and meets the needs of all.
* Monitor and evaluate centre activities against agreed benchmarks.
* Represent Drylaw Neighbourhood Centre at local events/activities/workshops where appropriate.
* Basic clean-up of rooms between bookings
* Flexibility to work varied working hours, i.e. weekends, unsociable and out of hours etc to meet the needs of the Drylaw Neighbourhood Centre.

**Person Specification**

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| **Experience** | Essential | Desirable |
| Experience of working with community-based organisations and understanding of the current voluntary sector environment | x |  |
| Demonstrable experience in community engagement and capacity building | x |  |
| Demonstrable experience in supporting/enabling community involvement/influence, in the decision-making processes associated with the development of Centre based and community development programmes | x |  |
| Experience of managing a space open to the public | x |  |
| Excellent problem-solving skills including interpretation of policy and guidance in a range of situations and the ability to provide creative solutions to problems that may arise with a range of partners, stakeholders, and funders | x |  |
| **Knowledge, Skills and Abilities**  |  |  |
| Good written and verbal communication skills | x |  |
| Ability to work flexible hours including occasional weekend work | x |  |
| Performing administrative tasks and duties | x |  |
| Excellent influencing, negotiating and interpersonal skills | X |  |
| Ability to work collaboratively with a wide range of people including volunteers and vulnerable people  | X |  |
| ICT skills - ability to use databases, social media and contribute to web content | x |  |
| Good problem-solving skills and awareness of risk assessments | X |  |
| Ability to take initiative and identify, prioritise and plan activities independently | X |  |
| Commitment to challenging discriminatory or disrespectful behaviour | X |  |
| Understanding of building safety and maintenance requirements | x |  |
| Ability to contribute to strategic target-setting and development planning | x |  |
| Ability to organise and facilitate meetings | x |  |
| Awareness of Charity Governances structures | x |  |
| Proven experience in sourcing and growing fundraised income | x |  |
| Marketing and communications experience |  | x |
| Knowledge of financial processes and budgets relevant to a small organisation |  | x |
| **Personal Qualities** |  |  |
| Commitment to principles of equality and respect for others | x |  |
| Passion for social change in the local community | x |  |
| Awareness of the social and economic issues faced by community centres |  | x |
| Good understanding of the needs of the local community | x |  |
| **Qualifications and training** |  |  |
| Qualified to degree level or equivalent in a relevant professional discipline. In exceptional cases this requirement may be satisfied through relevant experience and demonstrated competence. | x |  |