

Edinburgh Iyengar Yoga Community Benefit Society

Job Description - Centre Co-ordinator

Co-ordinator Job Specifications

Job title:

Centre Co-ordinator.

Organisation:

Edinburgh Iyengar Yoga Community Benefit Society (EIYCBS).

Hours:

Average 15 hours per week on a freelance self-employed basis.

Remuneration:

£38,220 pro-rata per annum (£21 per hour).

Location:

Bruntsfield, Edinburgh and home working.

Probation period and notice:

This appointment is subject to a 3-month mutual assessment period and subject to ongoing performance review thereafter. With 2-month period of contract termination by either party.

The Centre

The Iyengar Yoga Centre is in Bruntsfield, Edinburgh and provides a range of classes and yoga events for a large well established client base of both students and teachers of Iyengar yoga.

The Centre is registered as a Community Benefit Society supported financially by shareholders and a bank loan.

The aims of the CBS are to promote Iyengar yoga and to build on the long-established reputation and traditions of the Centre by:

- Teaching Iyengar yoga to students of all levels of ability from beginner to advanced and to those of all ages and ability.
- Training teachers in Iyengar yoga and fostering the continued spread of Iyengar yoga in the wider community.
- Organising workshops by visiting and local teachers to promote the further understanding of Iyengar yoga.
- Promoting awareness of Iyengar yoga and the Centre with an active marketing strategy.

Co-ordinator Duties

To co-ordinate, develop and maintain the business of the Edinburgh Iyengar Yoga Centre and be responsible for the overall smooth running of this well-established business by:

- Providing a point of contact for shareholders, teachers, and students, responding to enquiries, and ensuring good communication between them and the CBS Board.
- Maintaining and developing the Centre website, along with the website subgroup and external providers, including class timetabling and booking process.
- Liaising with CBS Board treasurer and accountant to ensure timely completion of quarterly VAT payments, Annual Corporation Taxes, and submission of Annual Returns.
- Facilitating the timely receipt of teacher invoices, signed contracts, and ensuring that the teaching environment is appropriately equipped and fit for purpose.
- Working in conjunction with the CBS Board treasurer to ensure timely payment of bills and overall financial probity.
- Working with the marketing subgroup to promote the Centre, the wider uptake of Iyengar yoga and the maintenance of an appropriate social media presence.
- Supporting and overseeing the operations team and overseeing the maintenance of the Centre premises.
- Preparing regular updates / reports for CBS Board.
- The postholder is required to maintain good working relations with:
 - a. East of Scotland Iyengar Yoga (ESiy) and Iyengar Yoga UK (IYUK)
 - b. Triodos Bank
 - c. Co-operative Bank
 - d. Financial Conduct Authority
 - e. Centre Accountant
 - f. Co-operatives UK
 - g. HMRC
 - h. Edinburgh District Council

Office Location and Requirements

- The co-ordinator will work either in their own home or in the Centre.
- They will provide their own office equipment, and if working at home their own office space, including telephone and internet connection for the purposes of carrying out the duties detailed at no additional expense to the Centre.
- Agreed expenses will be refunded.

Co-ordinator Role and CBS Board
<ul style="list-style-type: none">• The co-ordinator will operate on a freelance basis reporting to, and liaising with, the CBS Chair who will meet regularly with the post holder.• The co-ordinator's work will be guided by the CBS Board members in line with the needs of the Edinburgh Iyengar Yoga Centre and they will attend regular Board meetings.• The co-ordinator will agree objectives and work planning with the CBS Board chair and Board representatives at an annual review meeting.