

SOUTHSIDE COMMUNITY CENTRE ASSOCIATION SCIO

Chief Executive

The Southside Community Centre Association SCIO wishes to appoint a Chief Executive.

Background

The Centre currently hosts a wide variety of activities, and we strive to support the health and wellbeing of all members of our diverse community regardless of race, gender, ability, background, beliefs or orientation. The Southside in Edinburgh is an inner-city area of great social and cultural diversity; the University of Edinburgh is close to the Centre. The Edinburgh Southside Centre Management Committee, in conjunction with the City of Edinburgh Council, is enthusiastic to develop and support community-based activities within the Centre's facilities. The Centre is based in a handsome heritage listed building of historical significance and has a well-appointed kitchen and café space, two meeting rooms, as well as a large, impressive auditorium.

The Association has recently upgraded its charity status to that of a SCIO to support the development of its activities. Since April 2023 a consultant has been employed to take forward existing projects, plan new ones and oversee the administrative arrangements to enable the Association to function efficiently.

This new post is to lead the Association's aim to enhance, and further expand, the range of community and cultural activities in the Centre. Applications are especially welcomed from individuals who may consider themselves a member of a minority group.

The Association is dedicated to building a diverse, inclusive and equitable workplace, so if you are excited about this role but don't match every single criteria, we encourage you to apply. You may be just the right candidate and be able to showcase skills we didn't know we needed.

The Association is a member of the Scottish Council of Voluntary Organisations (SCVO) and is also working with Edinburgh Voluntary Organisation Consortium (EVOC).

Further details about the Centre can be found at www.southsidecommunitycentre.co.uk

Main duties of the post

The Chief Executive will be expected to;

1. Under direction from the Management Committee develop and lead the Association's activities.
2. Work collaboratively with the City of Edinburgh Council (CEC) and in partnership with its Centre based employees with the aim of promoting the smooth running of the Centre's activities. Provide key-holding responsibility periodically (subject to CEC/ Management Committee approval).

3. Develop new local events, groups, shows, and activities which further the Management Committee's vision for the Centre, and work with the Management Committee to agree classes, events, and shows operating in the building.
4. Develop outreach work to deliver our goals and further the engagement remit through networking and open dialogue across and between current Centre users, local neighbourhood and the wider diverse communities. Liaise and network with other Community Centres.
5. Manage and develop existing projects in the Centre at the direction of, and responsible to, the Chair of the Southside Community Association SCIO Management Committee.
6. Familiarise themselves with groups and activities currently taking place in the Centre and offer support and guidance to groups/group leaders as required and where appropriate.
7. Work with the Management Committee to identify and deliver fundraising activities to support the Association's activities, such as researching potential sponsors and funders, developing fundraising events, and writing proposals to potential sources of funds. The post-holder will be expected to raise annually 50% of their gross salary costs from other organisations and funding bodies.
8. Ensure that appropriate events within the Centre are advertised. Maintain and develop the Association's website with the assistance of appropriate IT support.
9. Develop use of the main hall theatre/cinema space to attract commercial lets, to raise the profile of the Centre and create both income and resources to support community projects.
10. Represent the Centre at local events to promote the Centre's contribution to the locality.
11. Data protection – ensuring that the Association complies with current Data Protection legislation.
12. Monitor specific budgets as approved by the Management Committee and report financial performance against those budgets to the Management Committee Meeting
13. Other duties that are commensurate with the position of the Chief Executive.

Contractual arrangements

1. The post-holder will be directly responsible to the Chair of the Management Committee (or other named Committee member). A regular report on duties carried out should be provided to the monthly Management Committee.
2. The contract is for a permanent full-time position for 37.5 hours per week.
3. The salary will be £35,000 pa.
4. Annual leave entitlement is 28 days, which includes public holidays. Leave will be negotiated with the Chair, Management Committee.
5. Job share arrangements are negotiable.
6. Working pattern to be agreed between post-holder and Chair Management Committee (or named deputy). Although most of the time will be during the working week should be spent in the Centre, there will be a periodic need to work out with the Centre and the normal working week (including occasional evenings and weekends), at the discretion of the Chair (or deputy) of the Management Committee. Home working arrangement for part of the week will be possible. A log of work undertaken must be kept.
7. Office facilities will be provided in the Centre.
8. The SCIO is an equal opportunity employer and is guided by the SCVO Equality, Diversity and Inclusion recommendations.

The successful candidate should have demonstrable;

1. experience of working in partnership settings with a wide range of stakeholders including, but not limited to, Local Authorities, Community Councils, Local Community Planning Partnerships, Tenants and Residents organisations, Community Centre Management Committees, statutory agencies and voluntary sector partners.
2. ability to communicate, influence and negotiate effectively at all levels whilst maintaining effective relationships with a diverse range of people and organisations.
3. 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.
4. experience in supporting community engagement and capacity building, in the decision-making processes associated with the development of Centre based and community development programmes.

5. experience in managing expenditures within budgets.

Evidence of the following would be valuable

1. experience in the development and leading of multi-agency groups in a partnership setting with particular emphasis on collaboration, consistency, coordination, and public engagement.

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.

Application

Individuals interested in applying for the post are invited to speak informally to the Chair of the Management Committee, Nahid Aslam (chair@southsidecommunitycentre.co.uk), or Vice-Chair, Christopher Ludlam (vice-chair@southsidecommunitycentre.co.uk) in the first instance. Applications, including proposals for developing the Centre's activities, a CV and the names (and contact details) of two referees, should be submitted in writing to the Chair of the Management Committee and sent to Edinburgh Southside Centre, 117 Nicholson Street, Edinburgh EH8 9ER, or to chair@southsidecommunitycentre.co.uk, by Friday 15 September 2023. Interviews for shortlisted candidates are provisionally planned for the week beginning 25 September.