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**Community Alliance Trust Manager**

**Background**

The Community Alliance Trust (CAT) is an independent registered Scottish Charity and the Development Trust for Greater Craigmillar. It was established in 2011 in response to the stalled regeneration programme in Craigmillar. It currently runs the White House, a beautiful art deco building which is a community hub that includes a café (White House Kitchen) and an educational organisation (IntoUniversity) as well as being the head office for the Trust. It also has several social enterprises, including several community growing projects. The Trust is governed by a board of Trustees and employs a team of staff to manage the facilities and projects, to deliver the Trusts strategy. CAT has a small staff currently funded through grant awards e.g. Scottish Government or the Local Authority.

Our vision is that Greater Craigmillar is a good place to be; has a quality of life that can be enjoyed by everyone, with a thriving community and opportunities for all. Our mission is to support the community by providing necessary funded projects that also contribute to community life, with good quality affordable facilities providing space for community participation.

**Role**

Due to retirement CAT is now searching for its next Trust Manager to build on and further evolve the services and footprint of CAT. This is an exciting opportunity for a dynamic individual who is willing to sustain and develop our portfolio of social enterprises as part of the ongoing regeneration process in Craigmillar. The ideal candidate will have a track record of business delivery including managing a social enterprise and properties, as well as a sound understanding of community development/regeneration in Scotland.

**Key Skills and Experience**

* A confident, engaging and influential self-starter with a passion for making a difference in the social development sector.
* A strategic thinker, with experience of operating at a senior level within the Third Sector. A passion for developing and nurturing relationships both within and outside of the organisation.
* An organised, flexible and target-driven individual with experience of setting, maintaining and reporting on budgets and financial plans with well-developed project management skills and experience of managing the operations and facilities of buildings occupied by third parties (tenants).
* An ability to oversee effective management of the organisation’s day to day financial affairs along with experience in setting, maintaining and reporting on budgets and financial plans.

**Main Tasks/Key Responsibilities**

Strategic Planning and Governance

* To work with the Board to develop and implement the Strategic Plan and associated policies of CAT
* To draw up and monitor specific project plans and proposals with clear budgets and timescales, reflecting the longer-term objectives of the Strategic Plan
* To provide information/advice to the Board in developing and changing strategy
* To keep abreast of current policy, political and social issues likely to affect the workings of the CAT

Staff Management

* To manage and lead staff colleagues
* To develop internal structures for staff support and management
* To promote a team/community culture
* To maintain awareness of staff in key areas such as health and safety and cyber/digital security

Management

* To efficiently and effectively oversee the operations of the Trust buildings and facilities
* To develop and oversee the management of the facilities
* To seek continuous reductions in carbon, improvements in environmental performance and work towards achieving net zero target.

Financial

* To set, manage and report on budgets and financial performance - including interpretation and application of key financial information
* To ensure that CAT’s financial guidelines and practices are adhered to
* To seek external funding and grant opportunities for future growth and development of the CAT

Operational

* To always ensure the security of the building/facilities
* To take responsibility for reviewing, monitoring and evaluating the core and project work of the CAT

Reporting

* To prepare papers for the Board, Extra-ordinary General Meetings and AGMs
* To rewrite plans/reports as required
* To business manage Board Meetings

Consultation

* To draft written responses to government documents and policies on behalf of the Board
* To consult Trust tenants on all relevant issues

Promotion

* To promote and market the organisation, its success and facilities
* To maintain and develop a digital presence
* To develop links with the community to play a positive role in enabling their full participation in civic life.

Policy Development

* To write and review policy and practice guidelines for the organisation
* To maintain up-to-date knowledge of changes in legislation and policy which affects the organisation and the management of staff/ volunteers
* Advise the Board of Policy issues

**Salary and Benefits**

Competitive salary commensurate with background and experience.

Initially 22 days holiday per annum with added days subject to review. Plus 9 public holidays and 2 floating days over the festive period.

The Trust operates a contributory pension scheme via an external provider

**Application notes**

Applications submitted via CV to [susan@communityalliancetrust.org.uk](mailto:susan@communityalliancetrust.org.uk)