



INSPIRING EVERYONE TO
GROW, NOURISH AND SHARE

GENERAL MANAGER

EATS Rosyth 115a Queensferry Road Rosyth, Dunfermline KY11 2PS

CONTRACT: Permanent (1 year initially & subject to continued funding)

SALARY: £35,000 with contributory pension scheme.

HOURS OF WORK: 37.5 hours per week worked over 5 days that may include some Saturdays/Sundays/Evenings. Initial probationary period of 6 months applies.

HOLIDAYS: 28 days holiday, plus 5 public holidays per annum. Benefits: 3% Pension contributions and 20% discount in EATS Living Room Café.

LOCATION: 115a Queensferry Road, Rosyth, Dunfermline KY11 2PS - but some travel around Fife will be required.

REPORTING TO: EATS Rosyth Board of Management.

RESPONSIBLE FOR: 7.8 whole time equivalent staff.
This role is considered 'regulated work' and will require a PVG.

If you are applying for this role you need to prove that you have the right to live and work in the UK. If you do not possess this right, then your application will not be considered.

EATS ROSYTH

Rosyth Community Projects Limited, known as EATS Rosyth (Edible & Tasty Spaces) is a registered charity based in Rosyth. We operate EATS Greenspaces: Community Garden and Centenary Orchard, and EATS Hub, where EATS Living Room Café is also hosted. EATS Living Room Café, EATS Hub rentable spaces and outside catering, are social enterprises providing revenue for EATS Rosyth's projects. We additionally run EATS Educates, our community-based food education project, working in the 4 Rosyth Primary Schools.

EATS Rosyth is a vibrant and well-respected organisation. In addition to the staff team, there are over 100 enthusiastic volunteers who work and learn together, supporting each other in this inclusive and supportive environment. This provides valuable work experience and training to develop skills for those facing barriers to mainstream work.

Across our sites, we offer a diverse range of activities, some of which are in partnership with other charities and public-sector organisations. Our work encourages individuals, households, community groups and businesses to get involved in making Rosyth a better place to live.

We provide opportunities to promote health and wellbeing, foster social inclusion, enhance connections with nature, grow and maintain strong volunteer engagement and foster community resilience.

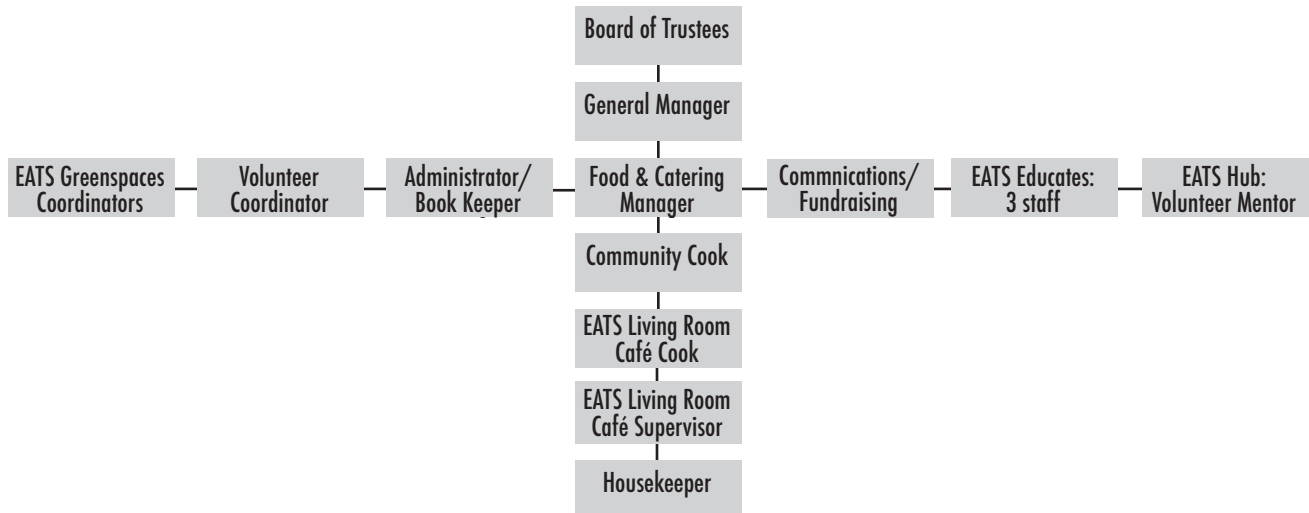
OUR VISION: Inspiring everyone to grow, nourish and share

OUR MISSION: With our diverse and ambitious projects, we provide welcoming spaces inspiring people to connect and grow, building a vibrant, resilient community. Through our connection to food and nature we actively improve health and social inclusion, which is vital for the wellbeing of everyone.

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www.eatsrosyth.org.uk

ORGANISATIONAL CHART



JOB PURPOSE

The General Manager will provide strategic leadership and operational management for EATS Rosyth. They will ensure the charity delivers its mission effectively, supports and values its volunteers and staff, maintains financial and legal compliance, and continues to grow sustainably to meet the needs of the community.

KEY RESPONSIBILITIES

Strategic Leadership

- Work closely with the Board of Trustees to review and implement EATS Rosyth organisational strategy and objectives
- Lead on the delivery of the annual organisational plan which aligns with the charity's mission, values and objectives
- Act as an ambassador for EATS Rosyth at a strategic level by developing and maintaining strategic relationships with key local and national organisations, strengthening visibility, influence, and long-term sustainability

Operational Management

- Lead the development of clear, achievable, and measurable staff organisational objectives in collaboration with the staff team, providing regular support through one-to-one and team meetings to ensure progress
- Coordinate the running of all areas of the organisation, delegating responsibility to staff members where appropriate
- Ensure the effective and efficient use of resources, including staff, volunteers, premises, and all equipment.
- Attend Board meetings and provide pre-agreed updates and reports to the Trustees so that they can efficiently meet their governance duties

Staff and Volunteer Management

- Promote an inclusive, collaborative and empowering team culture so that everyone is motivated and able to work at their best and respect EATS organisational values
- Manage the recruitment of staff, including writing or updating job descriptions, advertising, leading on candidate selection and interviewing
- Coordinating the commencement of the role and induction and training of new recruits
- Manage and support the staff team, chairing team meetings, providing regular supervision, performance reviews, and supporting their development where possible
- Work with the Volunteer Development Coordinator to ensure that EATS is able to grow and maintain strong volunteer engagement. Providing support when required to manage more complex or sensitive volunteer matters when needed

Financial and fundraising

- Set and manage budgets in collaboration with the Board and Trustees, delegating responsibility where appropriate
- Work with the Food & Catering Manager and staff team, to develop and maintain the charity's revenue from its social enterprises
- Lead on grant funding, including identifying and researching opportunities, building and maintaining strong relationships with funders, preparing high-quality applications, and monitoring and reporting on grant outcomes
- Ensure financial controls are in place and reports are regularly prepared for the Board

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Monitoring and Evaluation

- Create a monitoring and evaluation plan to measure if the projects and services delivered by EATS Rosyth are meeting the needs of participants and partners and to demonstrate the impact that EATS Rosyth has
- Coordinate the delivery of the monitoring and evaluation plan producing and distributing an annual impact report
- Coordinate and manage the monitoring, evaluation, and reporting processes for all funded grants, ensuring compliance with funder requirements and demonstrating the impact of the organisation's work

Governance

- Support the Board to help them deliver high quality governance, including reviewing organisational policies
- Ensure the organisation complies with all relevant health and safety legislation, regularly reviewing and updating policies and procedures to maintain a safe environment for staff, volunteers, and visitors
- Be the safeguarding lead and ensure that staff and volunteers who are undertaking regulated roles with children and or protected adults are appropriately PVG checked

PERSON SPECIFICATION

Essential criteria

- Excellent leadership, communication and interpersonal skills
- Knowledge of HR policies and good practice
- Demonstrable management experience
- A positive and supportive attitude
- Experience of, and success in, securing grant funding
- Experience of partnership working and ability to develop strong partnerships
- Ability to take and implement challenging decisions and work under pressure
- Excellent literacy, numeracy and IT skills, including Microsoft Word and Excel
- Genuine interest in community development and engagement, social justice and environmental issues
- Ability to travel to meet the requirements of the role

Desirable criteria

- Experience of working in the voluntary/community sector
- Experience of managing grant-funded projects
- Understanding of social enterprise
- Experience of managing facilities and resources

Personal Qualities

- Excellent communicator
- Approachable and empathetic manner
- Ability to build relationships with a wide range of people
- Organised and proactive
- Resilient and calm under pressure
- Creative and solution-focused

HOW TO APPLY

Please send your CV along with an A4 letter (maximum of two pages), detailing why you are the best candidate for the role of General Manager with EATS Rosyth.

Email: Anda@eatsrosyth.org.uk

Post: Anda Grivetaneau, Chair, EATS Rosyth, 115a Queensferry Road, Rosyth KY11 2PS

Closing date: Sunday 18th May 2025, 5pm

Further information:

www.eatsrosyth.org.uk
www.facebook.com/rosythcommunityhub
www.facebook.com/eats.rosyth



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