



Woodlands Community

**Vacancy:
General Manager (maternity cover)**

28 hrs per week, £34,000 pro-rata

Closing date: Monday 8th September, 9am

Interviews: Tuesday 16th September

About Woodlands Community Development Trust

At Woodlands Community Development Trust, we run an ambitious public programme, providing community spaces for connection and wellbeing. We are proud to create and maintain spaces and opportunities that bring people together to empower community action and foster a sense of belonging. All our initiatives are shaped by our values and designed to integrate social wellbeing with the environment. Find out more about our work [here](#).

Role description

We are seeking a maternity cover General Manager to join our team from October 2025 – December 2026. This is a fixed-term position, with potential for extension, subject to funding.

This role leads on the fundraising for the charity, and combines project and staff management. We currently employ 8 part-time staff, alongside sessional workers, and are supported by a large team of volunteers. You will work closely with our Finance Manager (Ania Zielinska), and report regularly to our Board's Finance and Staffing subcommittees. See below for person specification and full description of duties.

Equal opportunities and accessibility:

Woodlands Community Development Trust is committed to equal opportunities. We particularly welcome applications from those from global majority backgrounds, lower socio-economic backgrounds and disabled people, as we recognise that these groups are currently under-represented in our organisation.

To help us understand who is interested in working with us, and how candidates progress through the recruitment process, we ask applicants to fill out an Equal Opportunities Monitoring Form.

Contract details

Pay: £34,000 pro-rata (£27,200 at 0.8 FTE)

Holidays: 36 days pro-rata (including public holidays)

Dates:

This role is 28 hrs/ 4 days per week from December 2025 – December 2026. There is an initial handover period in October – November 2025.

October: 14 hrs per week, or equivalent (dates flexible).

November: 21 hrs per week/ 3 days per week (weekdays, flexible).

Our office is open 9am – 4.30pm, and occasional evening and weekend work is required (for example, to attend and support larger events as necessary, and attend monthly Board meetings). Our Board currently meet on the last Wednesday of the month, 6.30pm – 8pm. We operate a TOIL policy for hours accrued.

Location: Based at our office on Queen's Crescent, Woodlands (Glasgow). An element of home-working is possible if required (particularly for completing funding applications), but there is an expectation that you are mainly working from our office.



Person Specification

Skill/ Experience	Essential	Desirable
Have at least 3 years' experience in a similar role in the charity/ community sector.	X	
Have a track record of successfully applying for grant funding.	X	
Have substantial experience of managing finances/ budgets.	X	
Have knowledge of the current funding landscape and a track record of building and sustaining relationships with a wide range of funders.	X	
Have experience of raising funds from non-grant sources, including through individual giving and/or via corporate partnerships.		X
Have experience of providing line management to a small team, ensuring staff well-being, safeguarding, recruitment, health and safety, and other employment policies are followed and kept up to date.	X	
Have experience supporting the delivery of community projects/ services/ events, or similar.	X	
Have excellent communication skills, both written and verbal.	X	
Have excellent administrative and IT skills, including a proficiency in the use of spreadsheets.	X	
Be able to work well as part of a small team.	X	
Be able to work well on your own initiative.	X	
Be able to manage a varied workload and meet deadlines.	X	
Be able to work well with people from a range of different backgrounds.	X	
Have a calm, responsive and pragmatic approach to challenges.	X	
Have a flexible approach to your work and be able to work evenings and weekends.		X
Have experience in site management and development, including improving accessibility.		X
Share the values of Woodlands Community and our commitment to being an anti-racist organisation.	X	

General Manager – Job Description

Priorities for the post are informed by our 3 Year Strategy Plan, adopted in February 2024. The postholder reports monthly on progress and activities to our Board of Directors. Line management of the post is carried out by the Staffing Subcommittee of the Board.

Key responsibilities of the post are:

1. Lead on fundraising for the charity, identifying and submitting grant funding applications that enable us to sustain our core services and project activities.
2. Provide line management and strategic support to all staff, working across our Community Garden, Anti-Racist Library, Ashley Street premises, Community Café and other projects.
3. Provide line management to our Finance Manager.
4. Ensure that good project monitoring systems are in place and that projects are delivered in line with funding requirements.
5. Complete monitoring reports to funders about activities and expenditure.
6. Identify options to develop both core service and projects, directly responding to community needs.
7. Work closely with our Finance Manager to ensure good finance systems are maintained and that regular and accurate reports on our finances are provided to our Board.
8. Assist our Finance Manager with budget planning and the allocation of expenditure against budgets, ensuring that spend is consistent with funding requirements and organisational priorities.
9. Implement our strategy for diversifying and increasing our income from non-grant sources, including from corporate partners, our friend's scheme and rental income.
10. Provide advice and support to our Garden and Greenspaces Co-ordinator and Community Facilities Co-ordinator about site improvements, including accessibility improvements.
11. Ensure good practice in relation to staff well-being, safeguarding, recruitment and health and safety.
12. Work with our Board and relevant staff to ensure employment policies and procedures are kept up to date.
13. Ensure systems are in place for staff to maintain good practice in relation to volunteer recruitment and supervision.
14. Work with staff and the Board to ensure our organisation's Anti-Racist Action Plan is implemented and regularly reviewed.
15. Ensure our office facilities match staff requirements.

16. Ensure our website is updated and reflects the range and breadth of our community activities as well as operates as tool for raising funds.
17. Maintain and build partnerships with a range of organisations to further the aims of Woodlands Community Development Trust.
18. Advise our Board on issues relating to charity governance.
19. Any other reasonable requests from the Board which are relevant to this role.

How to Apply

Please email to recruitment@woodlandscommunity.org.uk (in .docx or .pdf format):

- a cover letter indicating why you are interested in this role, and outlining how your skills and experience relate to the person specification/ job description (1 page).
- a current CV (maximum 2 pages).

We also ask that you complete an [Equal Opportunities Monitoring Form](#). The data collected does not form part of the application process. It will be separated from your application and remain anonymous.

If you have any access requirements and would prefer to submit an application in an alternative format, please email: recruitment@woodlandscommunity.org.uk.

Deadline: Monday 8th September, 9am

Please note that shortlisting will begin immediately and no late submissions will be accepted.

Interviews are expected to take place on Tuesday 16th September.

If you have any questions about the role or this process, please email: recruitment@woodlandscommunity.org.uk.