

Pitstop Development Manager: Job Description

Introduction

This is an exciting and challenging opportunity to work with a local Development Trust with a growing portfolio of projects and social enterprise. Loganlea Miners Welfare Charitable Society (trading as the Pitstop) is a well-established organisation with long experience and a progressive outlook. We are looking for someone to join our management team with the entrepreneurial skills and experience to drive much-needed diversification of income and sustainability. The post will involve developing new enterprise activity for the organisation and ensuring jobs and economic outcomes in relation to the outcomes of our recent successful People and Communities Fund application.

Job Title Development Manager

Job Purpose The main purpose of this post is to initiate, develop and grow business activities that generate a surplus for the organisation, working with the board and management team to deliver strong outcomes across the community and establish improved financial sustainability through new social enterprise development.

Accountable to Chair of the board

Manager Main Duties

This post operates as the Chief Development Officer and will be responsible for:

1. Governance, and links with Management Board. This is a high-level role, working closely with a strategic committee and responsible for implementing the strategic direction of the organisation.
2. Consolidation and service development, reviewing and improving our current offering. This includes licenced premises for community parties and events, a soft play, catering outlet, space for hire and a gym.
3. Ensuring outcome related to jobs, employment and health and well-being in line with the PCF funding.
4. Reviewing grants and bid writing for existing and new activity.
5. New service development in response to changing need in Loganlea and Addiewell. This includes developing, launching, consolidating and supporting new services to meet local needs.
6. Financial stability. The Development Officer will be responsible for incremental income generation and financial sustainability through trading. This will focus on the development of new enterprise activity.
7. Strategic links – representation on local strategic groups and liaison with sector partners, West Lothian Council etc. Lead on the negotiation and management of new and existing partnership agreements, (both formal and informal) and managing these relationships appropriately
8. Working to promote the vision and mission of the organisation. Overseeing and managing the communication strategy to promote the organisation and sell services. Representing the organisation and being the first point of contact for the press and media.

9. Marketing. Working with the team to help with implementation, this person will ensure there is a clear, strategic and achievable marketing plan to promote the Pitstop and all the activity to multiple audiences
10. Monitoring and evaluating impact. Liaising with funders and completing monitoring reports

Person Specification

Real experience, aptitude, values, fit with team and a sensitivity to the enterprising third sector are more important to us than formal qualifications. This post needs someone who can combine business skills with a community development approach and needs someone with experience of or sensitivity to the challenges and opportunities of the third sector.

Specifically, we're looking for someone who;

- Is entrepreneurial, self-motivated and proactive with good organisational skills.
- Is passionate about place-based work and would be committed to the regeneration and enhancement of the community of Loganlea and Addiewell and the people who live here.
- Understands the employability and health and well-being agendas.
- Is a people person, building relationships easily
- Has an understanding of business and is comfortable with market research, business planning and financial viability testing.
- Knows or can easily get to know this community and has the perception to spot opportunities.
- Can gather information intelligently, analyse data and articulate it well in writing.
- Is confident servicing a board, finding the right balance of taking council but providing leadership.
- Can problem-solve and design and implement solutions
- Is knowledgeable about the voluntary, community and social enterprise sectors and the current key issues and understands procurement.
- An excellent team player and willing to share skills and knowledge with staff and board
- Ability to manage their time effectively, multi-task and work on several projects simultaneously.
- Proficient in the use of technology and willing to learn new ways of working as needed to improve efficiency and help the organisations find new and better ways to do things.

Hours

We are hoping to recruit a full-time post (37.5 hours) but are open to the idea of a part-time post, or someone who can do 4 days.

This job will include regular weekend and evening work, for which time off in lieu will be available.

Duration We hope that this will be a permanent position but at the moment, we are structuring this as a 1 year temporary post related to the funding available, though our aim is that this post holder will secure longer-term funding through grants and trading beyond that year.

Remuneration

£23,000 - £27,000 (Salary is negotiable depending on experience plus 10% annual bonus paid quarterly)

Location

Based in the Pitstop building but with some flexible, working.