



Community Hub Manager (Full Time)

ROLE DESCRIPTION

This is an outstanding opportunity to play a key role within a highly exciting community project, making a real difference to life in the village of Kingsbarns.

Background: Kingsbarns Community Development Trust (KCDT) is looking for a Manager to join us to assist with the acquisition and management of the Inn at Kingsbarns as it becomes a Community Hub. The post is funded in the first instance by the Scottish Land Fund.

Role Description: The successful candidate will take responsibility for developing the final details of the business and management plan for the Kingsbarns Inn which has recently been acquired by KCDT and is due to open as a Community Hub on 15th April 2024.

Purpose of the post: The main purpose of this role is to work with the KCDT (and the Kingsbarns Community Benefit Society [KCBS] once it is active), to help deliver the plan to make the Kingsbarns Community Hub sustainable for the future by managing the smooth transition to new management.

Hours, and pay: A notional 35-hour week with the requirement to complete additional hours and some evening and weekend work as required to meet the role requirements. This will include working from home until 15th April.

Contract: The contract of employment will switch to the KCBS from 15th April and accommodation on site may become available. In the first instance, this is a six-month contract, but the post may transition to that of long-term Hub manager, by mutual agreement.

Salary: to be agreed.

Start date: As soon as possible.

Trial period: 1 month, with completion of agreed initial tasks to the satisfaction of KCDT

Deadline for applications: Friday 23rd February at 17.00

KEY TASKS

Support the running of the Inn as a community hub, including development of a daytime café as outlined in the Business Plan. There will also be some forward planning towards the introduction of a shop and restaurant on the premises, planned for year 2. This overarching task to be undertaken through:

Preparation for and management of the Hub:

This will include, but is not limited to:

- obtaining appropriate licences to ensure regulatory compliance
- responsibility for ensuring compliance with relevant environmental, health and safety regulations and liaising with Fife Council in this regard
- stock and equipment checks/stock control;
- purchasing essential items as needed;
- opening and / or maintaining accounts with key vendors and banks;
- writing up policies and procedure for administration of the hub, staff and volunteers in agreement with the KCDT/KCBS board and complying with existing KCDT policies;
- operate an income and financial recording system;
- preparing job adverts and employment contracts for staff;
- working on budget structuring and projection;
- liaising with the current owner to learn till system and room booking system;
- creating a maintenance information file (locating trip switches, water meter, water valves etc);
- risk management and troubleshooting
- Reporting progress to the KCDT/KCBS.

Community engagement

- Liaising with the KCDT/KCBS board and volunteers
- Liaising with existing village groups and local businesses
- Encouraging more people to be involved in the project
- Supporting and promoting new activities in the Hub

Partnership Working

- Working with the KCDT Board and KCBS to maintain existing relationships with external stakeholders and others in the public, private and third sectors to promote the activities of the Hub.
- Working with key delivery partners such as food and drink suppliers to support the development of the Hub and investigate local produce opportunities for the future shop and restaurant
- Working with the Kingsbarns Community Council and other similar bodies
- Working with national agencies such as the Plunkett Foundation
- Undertaking other tasks as agreed with the Board of KCDT/KCBS in line with the job purpose

Person Specification

What Knowledge, Experience and Skills are we looking for?

Essential:

- Good communication skills, oral and written
- Experience of working in the hospitality business
- Experience of working and engaging with people from different age groups
- Good organisational skills and the ability to set and achieve realistic targets, meet deadlines, manage workload and work well on your own initiative
- Ability to work as a member of a team and to get the best from others in the team including volunteers
- Computer literacy with experience of using accounting tools such as Excel or equivalent.
- A positive attitude, flexibility, the willingness to adapt to the needs of the role including working irregular hours
- Experience of managing budgets and financial reporting
- Knowledge of alcohol and hotel legalisation
- Knowledge of recruitment processes and laws
- Right to work in the UK

Desirable:

- Personal Licence to sell alcohol (if not, KCDT will fund required training)
- Current driving licence and access to a car
- Creativity and flair
- Knowledge of the community of Kingsbarns and surrounding area.
- Experience of working within the third sector (paid or as a volunteer)

How to Apply

Please apply by email to kingsbarnsdevtrust@gmail.com. Tell us why you are applying for the job and why you consider yourself suitable for the role and attach your current CV.

Include the names of two referees and your available start date. Details of the recruitment process, which will include an online interview and, for short-listed candidates, a visit to the Inn, will be provided after the deadline.