

Portobello Central seeks ‘Development Manager’ to drive forward new social enterprise.



4 September 2021

About Portobello Central

Portobello Central is a community-led social enterprise working in partnership with the City of Edinburgh Council to re-open Portobello Town Hall, which has been closed since July 2019. We are a Scottish Charitable Incorporated Organisation (SCIO) with an active, engaged and networked board of trustees.

In May 2021, the Council approved our proposal for community-management, as a stepping stone towards full community asset transfer. You can read our full proposal here: <https://www.portobellocentral.org/the-community-proposal>.

In June 2021, the Council allocated £350,000 from its share of the Scottish Government’s Place Based Investment Programme for essential repairs and we have additional grant funding from the Architectural Heritage Fund and Lottery Awards for All.

About the Contract

The board of trustees wishes to contract an enthusiastic and experienced third sector development manager to help bring the project to operational reality. The contract is expected to last until at least March 2022, with the opportunity for extension dependent on funding.

We expect you will commit at least 40 hours each month to the project, with a day rate to be agreed directly with the preferred contractor – probably around £25 per hour – but we can discuss. You are likely to be self-employed and/ or working in partnership with others.

Duties

- Demonstrate commercial viability of the space by raising local awareness, developing a market and securing a programme of bookings.
- Develop and implement the ‘start-up’ project plan, making recommendations to ensure basic systems and processes are in place for re-opening.
- Maintain good relationships with the local community and businesses, nearby third sector organisations and independent funders.

Essential Criteria

- Proven experience of working with a charity or social enterprise to design and deliver successful community income-generation projects
- Strong interpersonal skills with good organisational skills, including the ability to balance competing demands
- Ability to work without daily direct supervision, using initiative to seek out solutions to non-standard issues

Desirable Criteria

- Previous experience of designing new organisations
- Experience of business development and fundraising
- Experience of events management
- Knowledge of the local area
- Knowledge and experience in the principles, methods and tools for effective management of projects

To apply, please submit your **CV** and **covering letter** to hello@portobellocentral.org by **17 September**. In your covering letter you should describe how you meet the essential and desirable criteria.

For more information or to ask a question, please contact hello@portobellocentral.org.

Portobello Central Development Manager – Contract Specification

Contract timeline: October 2021 – April 2022 (6 months)

Contract value: £8000 (estimated as 40 days' work @ £200/day or 40 hours/month @ £33/hour – *applicants should indicate how they would use the budget*)

Funding source: The National Lottery Community Fund, [Awards for All](#)

Summary: The Board of Trustees of Portobello Central SCIO, a community-led social enterprise working in partnership with the City of Edinburgh Council to re-open Portobello Town Hall, wishes to contract an enthusiastic and experienced third sector development manager to help bring the project to operational reality. The main outputs of this contract will be a business plan, a stakeholder engagement plan, and a project plan and set of recommendations around operationalising Portobello Town Hall as the beating heart of Portobello.

Duties

1. Demonstrate commercial viability of the space by raising local awareness, developing a market and securing a programme of bookings.

Tasks:

- Work with the Trustees to develop and implement a comprehensive stakeholder engagement plan based on work done so far by various trustees with a view to further engaging the local community and potential clients for space hire
- Undertake a market analysis of local community and commercial spaces to develop a market and vision for Portobello Town Hall within this market
- Once an opening date is confirmed (estimated April 2022), take bookings (in an appropriate online system).

2. Develop and implement the 'start-up' project plan, making recommendations to ensure basic systems and processes are in place for re-opening.

Tasks:

- Research and make recommendations to the Trustees on a range of business systems and other essential elements, such as policies and processes ahead of the re-opening.
- With Trustees, ensure Portobello Central is in a position to meet the needs of those who hire the spaces (e.g. in terms of equipment, cleanliness and hygiene).
- Work with Trustees to develop and agree a 'start-up' project plan, including financial projections.

3. Maintain good relationships with the local community and businesses, nearby third sector organisations and independent funders.

Tasks

- Act as an appropriate representative of Portobello Central in conversations with external individuals and organisations.
- Work with Trustees to implement the external comms and stakeholder engagement plans
- Develop a database and timeline of relevant funders, alerting Trustees to funding opportunities in a timely manner so that applications can be submitted.

The Development Manager is also required to attend meetings of the project team twice per month (Monday evenings at 7:30-9pm) and the monthly SCIO meeting.

Outputs

The principal outputs of this contract are two documents as follows. These should build on previous community engagement and business planning and bring together and update information as well as making recommendations for the future.

- Project plan for the period up to the re-opening, including recommendations on appropriate business systems, policies, processes, equipment purchases and services.
- A detailed business plan for Year 1, with forecasts for years 2 and 3, including financial projections, recommendations on staffing/volunteer structures and a stakeholder engagement plan.

Furthermore, the following outputs are also expected:

- A record of relationships and contacts with various stakeholders (e.g. in a CRM system)
- A bookings calendar (maintained using an appropriate software and linked to a booking form on the website)
- A collection of policies and processes required for day 1 of operations
- A list of subscriptions and passwords for all software/apps.

Portobello Central SCIO

Charity Number SC051106

15 September 2021