

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. 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.