

## Business Manager - One Dalkeith Community Development Trust

### Overview:

One Dalkeith has developed an outline business model and secured funding for the establishment of 21 Eskdail Court as a community facility during 2021. The model is based on a hybrid of sub-letting space and directly-run community activity. Physical upgrades to the building are planned to enable this, for which a design team and construction contractors will be appointed. This position will be to initiate and establish the business management of this facility.

### Role:

The role is to project manage the setup of the new community facility by April 2021 to fill the rental spaces and work with the Events & Marketing Co-Ordinator to fill community spaces.

A large part of the initial work (1<sup>st</sup> 3 months) will be concerned with the establishment of the facility. This will include (not exclusively):

- reviewing and developing the business model and business case.
- Working with the design team project managing the physical upgrades required including sourcing and appointing contractors based on best value principles.
- working with potential tenants to establish their needs, secure tenancy arrangements and firm up lease agreements.
- establishing systems and procedures associated with opening and ongoing running of the community facility

In months 4-12 we envisage the postholder will be:

- flexible reflecting the requirements of the ongoing running and management needs of the community facility
- developing a robust Strategic Plan for 2022 - 2027

You will have experience of:

- Managing facilities
- Marketing / selling space
- Managing commercial profitability
- Reporting to Boards or Committees
- Social enterprise (desirable)

### Remuneration:

It is anticipated that this role will be fulfilled by a self-employed consultant, on the basis of a one year contract, with the potential for continuation beyond this. The appropriate level of time input and associated remuneration will therefore be subject to negotiation.

### Application:

Please submit a CV with and covering letter setting out your skills and experience and how they relate to this project. This should be sent to [chair@onedalkeith.info](mailto:chair@onedalkeith.info) by Friday 27<sup>th</sup> of November, with a view to holding discussions with candidates in December and commencement of services in January 2021. Further details on the business plan and physical changes will also be shared within this process.