

# Kinning Park Complex Director

## Role Description

**Salary:** £40,000 per annum

**Annual leave:** 28 days plus 11 public holidays

**Number of hours per week:** 37.5 hours per week (5 days a week)

Some flexibility may be required within this to support evenings and weekends, by arrangement

**Period of contract:** Full-time permanent position, subject to 6-month probationary period and on-going funding

**Location:** Kinning Park Complex, 43 Cornwall St, Glasgow G41 1BA. On occasions, remote working.

**Start date:** Immediate / Negotiable

Kinning Park Complex (KPC) is a well-established, well-loved and recently renovated community space and social enterprise with a large hall, a number of small office and event spaces, potential hot desking spaces, a kitchen, cafe, and a community garden. The space is a vital community asset with a range of community-based projects and activities including community meals, classes and events.

We are seeking a Director who will lead the next phase of our growth and development. Working closely with the trustees, staff team, service users and external stakeholders, you will help achieve and shape our ambitious plans over the coming years.

You will work as part of a small team and be responsible to the Board of Trustees.

## Role Purpose

To provide strategic leadership, management and development of the organisation.

This includes leading the development of KPC's strategy and business plan, developing partnerships with external stakeholders and potential funders, effective governance and financial management and providing leadership and management of staff that promotes an inclusive and collaborative culture.

## Specific Responsibilities

### LEADERSHIP

- Maintain and support the enthusiastic and positive culture at KPC
- Inspire and lead the staff team
- Develop and lead a strategic planning process including annual operational planning
- Ensure that the mission of KPC is achieved
- Develop and cultivate the organisation's membership, and work collaboratively with the members to ensure their needs are met
- Ensure a sustainable income for the charity through a variety of funding sources and that the organisation is financially viable
- Report to the Board and work closely with them to ensure effective governance is maintained
- To lead the organisation through any potential challenges, ensuring that its influence and reputation continues to grow in a positive manner
- Build new strategic and funding relationships, and strengthening existing relationships

### MANAGEMENT AND FINANCE

- Ensure excellence in people development and management, including supervision, appraisal, training and development needs, coaching and mentoring
- Development of staff and volunteers to ensure organisational needs are met
- Work with the staff team to develop and manage a sensitive and sustainable community development programme
- Work with the staff team to secure funding and develop new funding sources to sustain and grow the work of the organisation
- Work with the staff team ensuring that all funders reporting requirements are fully met
- Ensure effective budgetary controls are in place
- Monitor performance targets, quality standards and budgets

- To ensure risk is effectively managed and recorded and that trustees review the organisation's risk register at least annually
- To manage and monitor contracts, grants, commissioned services, and service level agreements, ensuring agreed and implied compliance

## GOVERNANCE

- Ensure KPC fulfils its legal, statutory and regulatory responsibilities
- Maintain awareness of risks and changes in the external environment that affect the charity
- Ensure the charity operates efficiently and effectively in line with its organisational structure, charitable purposes and OSCR regulatory requirements
- Ensure compliance with legislation and best governance practice
- Collate relevant data and provide reports and guidance to the Board of Trustees and in partnership with Trustees develop the strategic and policy framework for the organisation

## Person Specification

### Essential Criteria

- Demonstrable management experience, including managing staff, financial and risk management and experience of working with a board
- Excellent leadership competencies to motivate, collaborate and negotiate, both internally and externally
- Demonstrable record of achievement in securing funding, including building relationships with, and reporting to, funders
- Demonstrable planning skills and ability to think strategically, with the ability to be flexible to change
- Ability to represent KPC within the charity sector

### Desirable Criteria

- Experience working for or with a community owned space, or in community development
- Knowledge of the fundraising landscape in Scotland

- Experience working for an SCIO, CIC or Charity
- Experience of change management
- Communications and advocacy experience
- Experience of facilities management and/or a capital works project
- Experience of volunteer management

## How to Apply

To apply please email your CV and a cover letter detailing your experience and suitability against the essential and/or desirable criteria outlined in the role description to [board@kinningparkcomplex.org](mailto:board@kinningparkcomplex.org) with **FAO Director** as the subject line. Where possible, please attach a PDF version of both your CV and cover letter to your email.

## Deadline to apply: Thursday 12 Sep midday

We plan to hold interviews on w/c 17 September

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore encourage applications from all suitably-qualified individuals, irrespective of age, gender, transgender status, disability, sexual orientation, marital, parental status or caring responsibilities, ethnic or racial origin, or class background.

If you have any questions about the role before applying, or require any reasonable adjustments in the recruitment process due to access needs please contact us by email - [board@kinningparkcomplex.org](mailto:board@kinningparkcomplex.org).