

Building C – Development Officer Job Description and Person Specification

About the Red Brick Building

The Red Brick Building Ltd (RBB) is an innovative community-owned social enterprise based in the former Morlands Factory situated between Glastonbury and Street in Somerset.

In the last six years' we have raised close to £1million locally and through grants and have transformed two of the three derelict buildings into a vibrant community space for all ages. This includes affordable hot desking space; workspaces for social enterprises and small businesses; an award-winning restaurant; a local FM radio station; artisan workshops; a holistic health practice; a youth club and a space hosting a variety of events for the local community including regular gigs, the Glastonbury Film Challenge, workshops including yoga and Tai Chi and more. We have spaces that can be hired for a range of events, workshops, conferences and weddings. We will soon have a third hire space available where we plan to have a focus on supporting new business and social enterprise by offering training, skills and networking.

Following community consultation, the project aims to focus on restoration of the third building. A feasibility study was completed in 2014, planning permission has been granted for the building and a Steering Committee has been formed looking at the issues and assessing information and contract tenders for building works.

Many ideas have since been discussed including:

- *developing it for community arts and education integrated with community heritage manufacturing;*
- *co-housing – a live where you work scheme;*
- *Enterprise and Apprenticeship Hub, particularly for young people, providing much needed opportunities for employment within the community.*

These ideas, along with others, now need full assessment with proposals presented to the Board to agree the way forward. Following agreement of the preferred scheme, a Business Plan will need to be developed.

Purpose of the job

We are looking for an experienced development officer and project coordinator able to co-ordinate our plans for the £3million restoration and development of Building C. This is a key role requiring experience of project management, restoration of buildings, community organisation governance, fundraising and community projects / social enterprises. The ability to work with a wide range of people, manage competing demands and support the Building C Steering Committee is essential.

This post reports to: Building C Steering Committee and Project and Enterprise Manager

Main Responsibilities

- Explore and assess the different options and their financial viability
- Produce a coherent business plan for the preferred option
- Implement the Business Plan as appropriate
- Assess and agree a suitable legal structure for the project
- Secure funding for the restoration including grants, in particular the Heritage Lottery Fund; social enterprise investment; loans; donations and other opportunities
- Arrange meetings with key people (e.g. bank, social investors, potential tenants)
- Coordinate Building C Steering Committee

Person Specification

- Experience of project management of a complex project (Essential)
- Experience of writing Business Plans including financial projections (Essential)
- Good organisational and planning skills; ability to prioritise workloads; manage competing demands; work under pressure and to tight deadlines. (Essential)
- Fundraising experience (Essential)
- Understanding of the social enterprise sector (Desirable)
- Excellent communication skills. (Essential)

TERMS AND CONDITIONS

Employer: Red Brick Building Tenancy. Company number 30775R

Location: Morland Road, Glastonbury, Somerset BA6 9FT

Hours per week: 22.5 hours a week.

Days/Times: Days to be agreed. Must be willing to work infrequent evenings and weekends.

Contract term: 12-month contract. This position is funded by a grant from the Architectural Heritage Fund.

Annual leave: 20 days plus 8 statutory holidays pro rata PAYE

Start Date: as soon as possible after interview / offer

Remuneration: £24,000 pro rata PAYE equivalent to £15,000 or £15,000 flat rate contract self-employed

To apply: Please complete an application form and submit to

enterprise@redbrickglastonbury.co.uk CVs will not be accepted. No agencies.

Closing date: Monday 20th February 2017 9am

Interviews: 23rd, 27th or 28th February 2017. As part of the interview process, shortlisted candidates will be invited to meet all Directors of the board together. Individual interviews will follow.