



<b>Job Title</b>	<b>Community Shed Manager</b>
<b>Accountable to</b>	<b>Green Projects Manager</b>
<b>Personnel responsible for</b>	<b>Community Shed Session Supervisors</b>
<b>Location</b>	<b>North Edinburgh Arts, MacMillan Hub, MacMillan Square, off Pennywell Road.</b>
<b>Hours of Work</b>	<b>21 per week, with occasional evening and weekend working</b>
<b>Contract Length</b>	<b>Temporary to 31/1/26, future funding dependent. Probationary period will be six months from commencement of employment</b>
<b>Salary</b>	<b>£28,121 pro rata, plus 3% Employers Pension Contribution</b>
<b>Notes</b>	<b>This post is supported by The National Lottery Community Fund</b>

### **NEA Context**

Rooted at the heart of our community, North Edinburgh Arts runs a community owned purpose-built, creative space delivering dynamic and sustainable programmes which build confidence, strengthen connections, and challenge perceptions. North Edinburgh Arts opens doors and minds.

As part of the ongoing regeneration programme around MacMillan Square, North Edinburgh Arts (NEA) was granted full community ownership in a community asset transfer from the City of Edinburgh Council in August 2022. We are working in partnership with the Council on the innovative and extended creative and community hub for the area, to be named the MacMillan Hub. The objective is to create a community and neighbourhood hub promoting culture, learning, work and well-being in and around the town centre.

NEA is a Charity registered in Scotland of 25 years standing, led by a Board of 12, and a staff team of 19. The expanded and refurbished NEA venue in the MacMillan Hub will run to 2,096m<sup>2</sup> extending over 4 floors, housing a 96 seat theatre, 72 seat café, bespoke wood workshop, 5 studios, music studio, 6 artist studios, five offices, and a half acre award winning community garden. Due to open in the Summer of 2024 we anticipate the NEA venue will welcome around 1,200 visitors per week, alongside visits to the adjoining CEC early years, library and enterprise services. Details of the capital project can be found at [www.northedinburgharts.co.uk/development](http://www.northedinburgharts.co.uk/development)

North Edinburgh Arts strategy for 2024 to 2027 is built on three pillars: Creativity, Sustainability, and Trauma Informed, with the whole organisation working to make every visit count.

### **Main purpose of the job**

To manage, coordinate and develop the Community Shed North Edinburgh, working and supporting local people to build and grow the project. The worker will also develop and maintain positive links with the community and ensure the Shed's ongoing sustainability. The project aims to encourage people to have fun, share skills, grow their self-belief and confidence through positive collective action.

You will be joining the team at an exciting time of change and growth, overseeing the Shed's return to the expanded and refurbished NEA venue, which will include the Shed's new workshop. The Community Shed Manager will be responsible for coordinating the setting-up of the Shed's new workshop.

With an interest in and passion for making and mending, in the broadest sense, you are an enthusiastic and adaptable individual with excellent interpersonal skills, and a creative approach to problem solving.

### **Key Responsibilities**

- To oversee the project, including staff management, the workshop and budgets.
- To work with the staff team and the Community Shed members to set up the Shed's new workshop space.
- To plan and lead activities such as woodworking and furniture repair for Shed members.
- To ensure a safe, working environment within the Shed, in line with health and safety legislation.
- To manage and maintain Shed resources and equipment and to manage Shed budget (in collaboration with the Green Projects Manager).
- To work with Shed members to continue to develop the project using a community development approach.
  - Supporting local people to develop the group, building capacity of individuals and the group to develop strong local leadership.
  - Support planned continuation of the Shed, working towards a self-sustaining project, including researching the possibilities of social enterprise.
  - Identifying and organising training in collaboration with participants to enhance local capacity, knowledge and skills
- To liaise with the wider community in Edinburgh, to share knowledge, expertise and resources.
- To develop and sustain positive relationships with staff, volunteers, partners, participants and local community.
- To monitor, record and report on the project's impact, collating quantitative and qualitative data, and reporting back to funders on the outcomes achieved.
- To promote environmental benefits of project.
- Carry out any other duties within the general scope of the post, as directed by the Green Projects Manager.

## **Strategic**

- To have an awareness of the health and social benefits of Men's Sheds in tackling inequalities and in improving health and well-being and plan for community involvement and engagement accordingly.

## **Financial**

- Managing small budgets for tools, materials and equipment, in collaboration with sessional workers and Shed participants.
- To support Green Project Manager and Director with project fundraising.

## **Other**

- Communicating fully with the rest of the NEA team and partners.
- Participating in all induction and in-service training provided by North Edinburgh Arts.
- Implementing fully the policy and procedures of North Edinburgh Arts, in particular adhering to the Health & Safety and Equality Policies, taking appropriate action as required.
- Other duties as required.

## **Person Specification Essential**

- Experience of project management, development and co-ordination.
- Experience of managing staff.
- Experience of woodworking, furniture restoration, tool restoration and DIY skills.
- Experience of managing health and safety and writing risk assessments in a workshop environment.
- Ability to build positive partnerships within the local community.
- Commitment to and understanding of sustainability issues.
- Experience of working with a diverse range of people in a community setting.
- Excellent verbal and written communication skills, including IT literacy and working knowledge of Microsoft Office.
- Ability to work as part of a team.
- Experience of developing and facilitating community-led projects using community development approach.
- Excellent community engagement and relationship building skills – must have experience of working with people from diverse backgrounds.
- Experience of working in partnership with a variety of organisations/groups with differing vested interests.
- Skills in supporting and facilitating individuals and groups.
- Good organisational and time management skills.
- Flexible working approach and ability to work on own initiative.

## **Desirable Experience**

- Experience of working in a similar or comparable role.
- Have a recognised woodworking qualification.
- A relevant qualification in community development or equivalent.
- Knowledge of social enterprises.
- First Aid and Health & Safety Training.
- Knowledge of the communities of North Edinburgh.

This role may involve working with vulnerable adults and children and as such, the successful applicant may be required to be checked under the PVG Scheme managed by Disclosure Scotland.

## **APPLICATION PROCESS**

Apply by email attaching:

- An up-to-date CV detailing relevant education and employment experience (no more than 2 sides A4)
- A covering letter demonstrating how your skills meet the Person Specification (no more than 2 sides A4)
- Details of two referees, including at least one previous employer.

Applications must be submitted by Friday 26 April. Please send these to [garden@northedinburgharts.co.uk](mailto:garden@northedinburgharts.co.uk) using **Community Shed Manager** in the subject line.

Interviews will be held, in person, on **Wednesday 8 May**. With the closing date for this post extended, we kindly ask previous applicants not to reapply.

### **Equal Opportunities Monitoring:**

NEA is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

**If you have any questions about this role, please email Valla Moodie:**

[garden@northedinburgharts.co.uk](mailto:garden@northedinburgharts.co.uk)