

## JOB DESCRIPTION

<b>Organisation:</b>	Par Bay Community Trust
<b>Post:</b>	Development Manager
<b>Location:</b>	Cornubia, 31 Eastcliffe Road, Par, PL24 2AQ
<b>Contract:</b>	2 Year fixed contract commencing 1 <sup>st</sup> March 2018
<b>Salary:</b>	£25,000 p.a. pro rata (i.e. £15,000 p.a.)
<b>Hours:</b>	22.5 hours per week
<b>Responsible to:</b>	Chair of Trustees

### Purpose:

Cornubia will be a building based resource offering creative spaces, enterprise development and community services for the residents of Par, St Blazey and Tywardreath and outlying areas

### Duties and responsibilities:

The Development Manager will be responsible for developing and implementing the vision for Cornubia to make it a recognised centre of excellence for community engagement, creativity and enterprise. This will include developing income streams through marketing, partnerships, and fundraising to make the business sustainable within 5 years.

Duties will include:

- Marketing Cornubia to attract users to its facilities and activities.
- Attracting organisations and individuals to hire spaces.
- Finding appropriate tenants for the rental spaces in the building. Tenants must be compatible to the ethos behind Cornubia.
- Working with artisans, creative social entrepreneurs, other charities and organisations to develop a programme of activities that can be offered for people of all ages and abilities to engage with.
- Developing and implementing a communication strategy to enable Cornubia to reach its target audiences with relevant key messages.

- Recruiting, training and managing volunteers to assist in the running and marketing of Cornubia.
- Managing the day-to-day running of the building in its early stages of development.
- Ensuring Cornubia achieves a high level of customer satisfaction amongst its users, tenants and organisations hiring spaces.
- Identifying and developing business growth opportunities appropriate to the aims and objectives of the Charity
- Ensuring income and expenditure is managed in accordance with 5 year business plan.
- Drafting fundraising bids so they are submitted in a timely manner.
- Reporting on project outcomes to Trustees and other interested parties.
- Recruiting and managing staff or contractors to assist with the day-to-day running of Cornubia.
- Other duties as and when agreed by the Trustees.

#### Hours of work

22.5 hours per week – hours by agreement. This role may involve some unsociable hours relating to specific events or meetings as necessary.

It may also be necessary to provide absence cover for other staff or volunteers at short notice.

#### Finance and Administration

- Set up systems and procedures for the efficient running of the charity and Cornubia
- Maintain accurate records of the various income streams and sources of expenditure to ensure timely budget reporting.
- Set up and manage databases for donors, contacts and volunteers in accordance with Database Management Regulations. Ensure all contractual requirements for Corporate Partnerships & Tenancies are in place.
- Ensure commitments to supporters and users of the building are being fulfilled.
- Ensure all health and safety procedures are followed.

#### Key relationships:

Par Bay Community Trust directors

Volunteers

Other stakeholders

## Person Specification

Knowledge / Skills and Experience:	Essential	Desirable
Knowledge of art and craft sector		✓
Experience of Social Media, PR and other media for marketing purposes	✓	
Marketing/sales experience	✓	
Well organised and able to multi-task	✓	
Good interpersonal skills, confident to work with people	✓	
Good networker	✓	
Familiar with budget management / report writing	✓	
Excellent verbal and written communication skills	✓	
Knowledge of Health and safety regulations	✓	
Knowledge of database management regulations	✓	