

AGILE CITY

Job opportunity: Civic House Manager - Maternity Cover

Agile City CIC are delighted to announce an opportunity for a **10 month maternity cover** contract for **Civic House Manager**.

Agile City is a community interest company that creates space for work, events and learning. We operate across two buildings located in North Glasgow – Civic House and The Glue Factory.

[Civic House](#) is a workspace, venue and canteen that supports a **community of people working across social and cultural enterprise**. We have recently completed an ambitious retro-fit project of the building creating one of the first post-industrial buildings in Scotland to become energy positive.

Our aim is to create a space and public programme that stimulates ideas for a positive future for the city. This is an exciting opportunity to join our team and play a key part in bringing Civic House to life. We are seeking an **ambitious, self motivated** and **people-focused** manager to deliver an excellent service across our **event hires** and **coworking space**. Civic House is our public facing space, so the manager should have **experience** and **passion for delivering events** within the cultural and social enterprise sectors.

The manager will be the representative of Civic House and **dedicated guardian** of the building - ensuring the facilities are well managed to create a **welcoming and inviting space** for members, clients and guests.

Contract details

Days / hours	4 days / 30 hrs per week. Based at Civic House, with opportunities for remote working. There is a requirement for flexibility and some work out of hours in the evenings and/or weekends - covered by time off in lieu, or overtime.
Contract type:	Fixed term contract - 10 months (December 2021 - September 2022). Annual leave - 28 days (pro rata) and 4 well-being days. Pension - auto enrolment onto Nest pension scheme at 3%
Salary:	£22 - 24,000 pro-rata. (Salary calculated at 0.8 FTE - 4 day week)

Key personal qualities:

- Personable and approachable - someone who enjoys working with people and organisations across sectors to grow opportunities for connection and collaboration
- Practical and strategic - has a passion for learning through doing and enjoys a balance of planning, management and practical delivery
- Takes initiative and is self-motivated – we seek someone who can deliver Civic House with vision and confidence. As a member of a small team it is essential to take a calm, focused and professional approach to a busy working environment
- Entrepreneurial with financial management experience - as a social enterprise we work to exceed our operating costs with our revenue. Civic House is a core business unit within Agile City CIC and the manager will be responsible for realising its potential through commercial aptitude and working to financial targets
- Passionate about bringing a space to life through cultural and social activity

The role:

As the Civic House manager you will work closely with the Director, Glue Factory Manager and Financial Officer. We work closely as a team, while ensuring everyone has autonomy to deliver their roles. The successful candidate will enjoy working independently and have ownership of the following workstreams:

Events

Civic House comes to life through its members and visitors. The building has a unique collection of spaces for public and private events; venue, canteen, project space and first floor workspace. Working with a range of fantastic partners we have hosted film festivals, conferences, exhibitions and performance nights. The manager will be a personable public face for Civic House and ensure our events and hires run smoothly from enquiry to delivery.

Your responsibilities:

- Curate the activities of the space - ensuring alignment with our ethos
- Generate revenue to meet our financial targets - through hires and bar sales
- Manage enquiries and confirmed bookings - first point of contact for customers, oversee the planning and coordinate delivery of hires and events
- Manage staffing - book and coordinate freelance events staff, bar staff, technical staff as required for the effective delivery of events and hires

Workspace

The first floor of Civic House is an open-plan coworking space that will host freelancers and companies working across the fields of architecture, design, social enterprise and sustainability (to name a few!) The manager will be a responsible representative for Civic House and ensure the space is an engaging, welcoming, and inclusive environment for its members.

Your responsibilities:

- Manage membership enquiries - friendly and approachable first point of contact for prospective members, provide tours of the workspace and wider building
- Manage active memberships - induct new members, issue membership agreements, and respond to any issues flagged by members
- Maintain financial overview - work with our Finance Officer to maintain financial records and provide insight and information to be included in our monthly financial reports

Building management

Civic House is founded on a belief that well designed and managed buildings can positively impact communities. The manager will have a keen eye to observe and act upon any arising issues and seek out areas for improvement.

Your responsibilities:

- Manage regular safety checks and update building records in accordance with our building management schedule
- Manage subcontracted services to keep the building well maintained and cared for – hire and liaise with suppliers, including cleaners, plumbers, electricians, waste management, and internet service providers

Comms & Marketing

- Manage external communications with the public - connect with our audience, share our news and raise our profile using social media and our mailing list
- Manage internal communications with members and users of the building - using a clear, friendly and consistent voice
- Update our website with building information and event details

Skills and attributes	Essential / desirable
Event management experience - self produced and facilitated events - ie. talks, workshops, festivals, food, drink	Essential
Marketing and comms - experience managing social media and email marketing	Essential
Effective time management - ability to prioritise workload to deliver projects while ensuring daily, weekly, monthly activities are managed effectively	Essential
Highly organised and system focused - someone who finds professional satisfaction in being well-organised and using / improving systems to enhance productivity	Essential
Personable with a teamplayer mindset - keen to get involved with projects and respond positively to flexible nature of working in a small team / company	Essential
Excellent communication skills in spoken and written English	Essential
IT skills - adept in word processing, spreadsheets, email and calendar management	Essential
<i>Experience of implementing and managing health and safety policies and procedures</i>	<i>Desirable</i>
<i>Experience of working in a mixed used creative building</i>	<i>Desirable</i>
<i>Experience of managing tenant leases and / or membership agreements</i>	<i>Desirable</i>
<i>Experience in managing external contractors and trades people</i>	<i>Desirable</i>
<i>Ability to be a good team leader and to manage freelance staff and contractors</i>	<i>Desirable</i>
<i>Finance admin - experience using XERO (or similar) finance software</i>	<i>Desirable</i>
<i>Experience using Google Workspace & G-Drive</i>	<i>Desirable</i>

Responsible for:	Responsible to:
Event and Front of House freelance staff	Line manager: Director (with support from board)
Tech support	Team: Glue Factory Manager, Finance Officer
Cleaning and building management freelance staff	Audience: studio holders, members, project partners
External contractors - builders, service providers, trades people	

How to apply

Any questions - hello@agile-city.com

Complete application form - [via link here](#)

Send a CV - hello@agile-city.com

Deadline - Wednesday 10th November 2021, 12 noon

Applicants will be informed of interview - Friday 12th November

Interviews - Tuesday 16th & Wednesday 17th November