



## Job description

**Job Title** – Hub Manager

**Location** – Dundee, Scotland

**Hours** – 32 hours per week, shift-based including occasional evening and weekend hours

**Responsible to** – General Manager

**Responsible for** – Staff members, volunteers, contractors

**Salary** – Full time contract - £26,000 - £30,000

## Introduction

The Circle is an award-winning Social Enterprise headquartered in Dundee at Dudhope Castle with additional sites at Michelin Scotland Innovation Parc and Easterhouse, Glasgow.

Recognised for our social impact, The Circle is a business and community hub which is home to multiple organisations ranging from small private businesses to national charities. This is an exciting opportunity to join the motivated team of a thriving Social Enterprise in a role that will be critical to shaping the future of the business and directly linked to the success of our growth plans.

## The Role

Based across both of our sites in Dundee, you will play a vital role in solidifying The Circle's established presence and impact in the local area. You will be responsible for the day-to-day management of two properties, including our headquarters at Dudhope Castle, as well as The Circle at MSIP. You will work with the General Manager as well as the rest of the team to gain an understanding of The Circle's culture and values as you will become an external as well as internal ambassador for this. Once we are confident that you are the right fit and understand why we do what we do, we will support you to take the reins of running our Dundee hubs.

## Duties

### Key

- Responsibility for management of Team Dundee as well as oversight of services at the hub including office licensing, room hire, bookings, marketing, finance, reception, and sales





- Multi-site management of both Dundee properties including non-domestic rates, Tayside Valuation Board, Water Drainage rates, office licensing agreements, etc
- Upholding The Circle's values, operational excellence standards and branding guidelines
- Organising sub-contract work such as cleaning and property maintenance within agreed budgets, negotiating contracts where appropriate
- Recruitment, induction, and training of staff where appropriate
- Preparing reports for senior management as well as The Circle board of directors. You will also need to present to senior management and the board on a regular basis
- Target driven business development for the centre by seeking out potential clients to take on office space and hire meeting rooms
- Responsibility to comply with all health and safety obligations and regulations including Fire Safety obligations
- Maintaining excellent relationships with our tenants

## Person Spec

### Experience

- Business development or experience in a business-to-business sales environment
- Facilities management preferably within flexible office space
- Working within or with non-profit organisations and communities
- Collaborative working with a range of institutions, organisations and individuals including working in partnership for project management
- Contracting and managing commissioned service delivery
- Risk management, problem-solving and formal reporting
- Fundraising and income generation activities
- Managing staff and volunteers

### Knowledge

- Solid working knowledge of IT systems will be of huge benefit
- Proficient in the use of Microsoft Office software including Word, Excel and Teams.
- A working knowledge of the third sector landscape
- A good understanding of the local geographical area including the community needs and opportunities
- Working understanding of finances and budgeting
- Commercial awareness
- A working understanding of health and safety processes and procedures





### Ability and Aptitude

- A team player with a good sense of humour
- Ability to work independently and know when to involve others
- Ambitious and driven
- A capable salesperson
- An excellent problem solver
- Confident communicator, able to remain calm under pressure
- Self-motivated and effective in time management
- Professionalism when dealing with stakeholders

### Other

- This role will include regular travel so a driving license and your own car will be required

### Benefits

- The Circle operates a 4-day work week
- Very competitive salary in the sector
- Statutory holiday, inclusive of public holidays
- Two weeks annual leave over Christmas and New Year, as part of your holiday allocation.
- Company pension scheme with NEST
- Internal Training opportunities including our bespoke programme – The Circle Academy

### How to Apply

Please send a CV and cover letter to Paul Hastie via email to [paul@thecirclecic.org.uk](mailto:paul@thecirclecic.org.uk) or post to Paul Hastie, The Circle, Dudhope Castle, Barrack Road, Dundee, DD3 6HF.

**If your application is successful, you will be invited to an in-person interview on 26th May, followed by a further in-person interview on 2<sup>nd</sup> June.**

