
Job Description

Position:	Head of Service – Enterprise and Learning
Responsible to:	Chief Executive
Hours:	21hrs per week over 3 days. Exact days and times to be negotiated.
Pension:	5% Employers contribution.
Annual Leave:	32 days annual leave, increasing to 37 days in year two of employment, Pro Rata. This includes some set public holidays and two-week closure over Christmas and New Year.
Salary:	£45,000 - £50,346
Location:	Space @ The Broomhouse Hub, Edinburgh EH11 3RH
Other:	Access to award winning Employee Assistance Programme from day one

Purpose of the Role:

To be a key member of Space Management Team, providing leadership and building positive working relationships across the organisation, and externally.

To develop and lead on Space Enterprise and Learning strategy, working collaboratively with the Board of Trustees and sub committees to deliver sound advice across all areas of responsibility, and contribute towards strategic decision making.

To oversee the day to day operations across front line projects, bringing stability and resilience, enabling any growth and improvement that may be required in order to deliver on our strategic objectives, now and in the future.

To drive income generation, building an understanding across the organisation of the need for successful commercial projects.

Key Responsibilities:

Delivery

- Set ambitious income targets for Enterprise and Learning services, identifying market gaps and trends, delivering sustainable commercial ventures which are both financially and environmentally sustainable.
- Contribute to the regular review of the needs within Space services, planning and delivering the implementation of any new business opportunities across the organisation.
- Working with the CEO and the wider Management Team to deliver the organisation wide strategy for Space.
- Contribute to the continual review and delivery of the organisation's Standard Operating Procedures, Risk Assessments and Risk Management Strategy.
- Ensure efficient reporting systems are in place for accurate data gathering to enable informed decision making.

- Ensure Enterprise and Learning services meet all statutory and regulatory requirements as a charity, company and service provider. Ensure that all data is kept and processed securely and in line with Data Protection Act and GDPR.
- Engage with the communications team to raise awareness and raise the profile of our work by sharing positive, impactful stories.
- Support the effective governance of Space by engaging fully with all relevant governance bodies and processes.
- Ensure Space is appropriately represented across all relevant networks, partnerships and collaborations.

Leadership and people management

- Provide dynamic line management to Enterprise and Learning managers in accordance with Space values and people policies, ensuring all direct reports and their teams have the support, information, skills and learning opportunities to be highly effective in their roles. Hold regular individual 1:1 meetings with line reports and provide coaching, mentorship and performance management.
- Provide direction and strategic support to line reports on Enterprise and Learning annual planning processes including service work plans and budget control.
- Be a role model to all staff across the organisation and provide leadership support to other members of management.
- Encourage all staff to engage and contribute constructively to matters across the organisation.
- Comply with organisational HR policies and employment law.
- Continually monitor and assess the effectiveness and efficiency of Enterprise and Learning services, identify opportunities for growth and development, writing the business cases for any adjustments and managing the change process.

Finance and Fundraising

- Be financially accountable for all Enterprise and Learning services, ensuring Project Managers have distinct budgets, and understand their responsibilities and targets.
- Work with the fundraising team to research potential new income streams, ensuring funding is in place for all areas of responsibility
- Keep abreast of sector knowledge and standards in order to inform practical funding bid submissions.
- Nurture relationships with existing funders, ensure all agreed conditions are met and data requested is provided.

Teamwork, Values & Behaviours

- Effectively communicate, engage and inspire staff across all projects. Promote positive relationships, collaboration and teamwork throughout the organisation to promote harmonious working
- As a values-led organisation, embody and live the Space values in building external and internal relationships
- Nurture a culture of kindness and compassion, taking an active interest in the challenges faced by the people in our community.
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Undertake learning relative to the continuous professional development of the role, and as agreed with CEO as part of the personal development process.
- Remain up to date on all legal and best practice relating to the role, sharing knowledge and learning with others.

- Continuously monitor your areas of responsibility and identify areas for improvement and organisational learning.

There may be further opportunities for the post-holder to contribute beyond these tasks based on the knowledge, skills and experience they bring with them.

Person Specification

Knowledge and Experience

Commercial acumen and financially astute	Essential
Strategic Senior Management of a diverse range of business assets	Essential
Strategic planning and budgeting for business units in the context of the wider organisational goals	Essential
Has led the delivery of strategic objectives and outcomes through their team(s)	Essential
Stakeholder engagement and management	Essential
Proven communicator experienced at Board, Team and Customer level	Essential
Competent with the use of digital communications inc Microsoft Office applications	Essential
Well organised, with ability to manage and prioritise own workload	Essential
Experience of working in or with purpose-led organisation	Essential
Evidence of a commitment to continued self-improvement	Desirable
Ability to contribute as a key member of the Leadership team taking an organisational wide approach within a matrix structure.	Essential

Values and Behaviours

A clear understanding of what it means to work within Space and shared values of Respect, Integrity, Collaboration, Creativity & Empowerment to achieve our mission	Essential
An innovative thinker and problem solver	Essential
Growth mind set and optimistic nature	Essential
Curious and empathetic	Essential
Respectful of and patient with all people, whatever their background or presenting behaviour	Essential
Good self-awareness and self-management	Essential
Able to make effective decisions, understand their consequences and be able to follow these through for the good of the overall organisation and the people we serve	Essential