

The Grantown Hub

The Grantown Society wish to engage an **Independent Contractor** to help develop and promote the Grantown Hub/

Location: The Grantown Hub, 2 High Street, Grantown. PH26 3HB

Contract Duration: Initially part time for 6 months and renewable

Budget: £6,000: paid at £1,000 per month for 6 months on receipt of invoice and report

Expected Hours: around 15 hours per week, equivalent to £15 per hour.

Expressions of Interest as soon as possible by letter, email or personal contact

Application Closing Date: Thursday July 31st 2024

Start date: August 5th 2024 (negotiable)

Early expressions of interest welcome and for further information about conditions, requirements and responsibilities contact

Bill Sadler, The Grantown Society, by phone, email, letter or in person

About Us

The Grantown Development Hub is a vibrant and newly created, community-led space dedicated to fostering growth and development within our area. We provide local information and resources, networking opportunities and a digital hub to provide inclusive support and hot desking. We promote local shops, businesses and events and provide space for pop-up shops, workshops and meetings.

Role Overview

We seek to engage an independent contractor to provide dynamic and proactive development for this newly formed enterprise. This part-time role involves developing and enhancing the work and presence of the hub. The position is for 6 months, with the potential for renewal, based on performance and funding. The Society fully supports Fair Pay and Equal Opportunities policies.

Key Responsibilities

Targets for these will be negotiated every month

Strategy Development: *Create and implement effective strategies to meet financial targets and ensure the sustainability of the hub.*

Partnerships & Sponsorships: *Establish and maintain relationships with Trustees, Members, key partners and potential sponsors to enhance the hub's offerings.*

Membership Growth: *Help develop a new membership framework and drive initiatives to increase member numbers.*

Hub Management: *Oversee and promote the hub's operations including the digital hub, ensuring it meets the needs of our community.*

Business Opportunities: *Identify and develop new business opportunities to support the hub's growth and financial stability.*

Expectations

On-Site Presence: *Approximately 50% of your time will be spent at the hub.*

Reporting: *Submit a monthly report and invoice to receive payment.*

Qualifications

Above all we are looking for all a positive outlook and a lively personality.

Initiative, good social and IT skills, ability to be part of a team and work both independently and cooperatively

Local knowledge and experience in a development or coordinator role would be an advantage

Good strategic planning and implementation skills.

Excellent relationship-building and networking abilities.

Reasonable proficiency in managing digital platforms and tools.

Creative and entrepreneurial mindset with a passion for community development.

Application Process

To apply, please send your CV and a cover letter detailing your relevant experience and why you are the ideal candidate for this role to info@thegrantownsociety.org or by letter to The Grantown Society c/o Grantown Hub, 2 High Street, Grantown. PH26 3HB

We look forward to receiving your application and potentially welcoming you to our team!

Bill Sadler *Chairman*The Grantown Society info@thegrantownsociety.org www.thegrantownsociety.org
www.grantownonspey.co.uk

The Grantown Society SCIO is a Scottish Charity SC050104 Registered address 2, High Street Grantown PH26 3HB
