



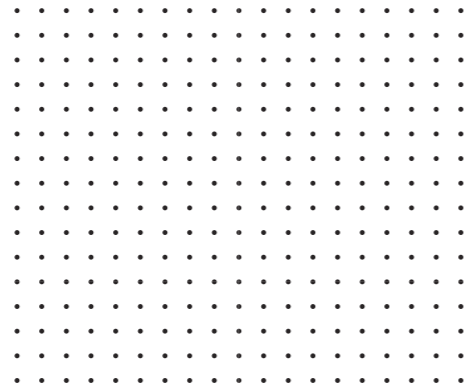
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MANAGING DIRECTOR RECRUITMENT PACK



Salary: £50k with potential to generate a higher salary through increased profitability

Contract : Permanent, subject to satisfactory completion of probationary period



www.the-ridge.org.uk

Table Of Contents

01 ABOUT US AND OUR SERVICES	4
02 YOUR ROLE:YOUR STRENGTHS	6
03 LINE MANAGEMENT	7
04 MAIN DUTIES	8
05 FLEXIBLE WORKING	10
06 OUR VALUES	12

About Us | Brief Overview

Established in 2012 in response to the lack of training opportunities for young people locally, The Ridge is a community organisation comprising a SCIO (Scottish Charitable Incorporated Organisation) and a Community Interest Company (The Ridge Foundations CIC), which is a construction social enterprise wholly-owned by the SCIO. We have expanded our provision over the years to offer a wide range of support and training services to the local community, responsive to local need, and without age limits. Find out more: www.the-ridge.org.uk

- We provide locally accessible support and training to disadvantaged people to enable them to discover and realise their full potential
- We offer support and empowerment for those struggling to access important life skills
- We use the restoration of derelict buildings and wasteland as a vehicle for personal regeneration and to bring benefit to our wider community
- We are an accredited centre for the SQA (Scottish Qualifications Authority) and deliver training to school pupils and adult groups in Construction and Rural Skills
- We offer apprenticeships in Stonemasonry and Joinery, supporting some of our most marginalised community members to fulfill their potential through a career in a high quality craft skill

Our vision is of a community where everyone has the opportunity to fulfil their potential; in most cases to attain the dignity of paid work, and the satisfaction of making a valued and valuable contribution.



we offer and the work we do is a core focus. We aim to facilitate long-term sustainable change at a personal and community level, by creating the resilience which is built through the attainment of skills, whether 'soft' life skills or work-specific. Our amazing people are the key to our effectiveness and our success. You will be joining a team of highly skilled, hard working individuals, each of whom brings a passionate commitment to our shared vision, and a strong sense of personal responsibility for its delivery. The

Ridge is a dynamic and exciting place to work, where we all look out for and support each other. We are constantly seeking ways to work more effectively, and there are many opportunities to improve your own skills, as well as sharing skills within the team. We value our people and are deeply committed to staff wellbeing, believing that happy and healthy people do better work and create more positive role models for those we work with.



Your role: your strengths

As the scale and scope of its work has expanded, The Ridge has been working through a restructuring of senior management, with the creation of a new Managing Director role for TRF being an absolutely key element of this journey. To date, the whole of The Ridge (SCIO and CIC) has had a single Managing Director, but it is clear that more time, energy and focus is required to lead the TRF team as both Training and Construction aspects expand. This new role will be essential in driving forward changes and improvement, with an expanding staff team, new training projects alongside existing ones, and commercial opportunities under development. Your role is to take responsibility for both Training and Construction teams, working under direction of the Board of Directors to competently manage finances, teams and stakeholder relationships, to ensure solvent delivery of agreed strategy. You will be an experienced and dynamic leader, able to multitask at a high level, comfortable both overseeing management of day-to-day operations and developing new work strands. You will have a strong focus on and experience in managing the delivery of accredited training, ideally within an SQA setting, as you will be required to act as Head of Centre for SQA delivery.

Your role will be supported by our Director of Construction, whose remit covers day-to-day running of both in-house construction projects and external commercial jobs. You will have direct operational management of the Training team, responsible for ensuring that our skills training offer is of the highest quality and is made available and accessible to those who will most benefit. You will need to be highly organised and a strong team player, with the confidence to listen and learn as well as to lead decisively from the front when necessary.

You will have high levels of financial competence - you will have the support of a highly experienced in-house Chartered Accountant who administers the book-keeping and accounting functions across The Ridge, but managing payments and responsibility for financial reporting and the business' solvency will lie with you.

Line Management

You will report directly to the TRF Board of Directors.

You will have responsibility for line management of

- Director of Construction
- Head of Skills Training
- Employability Trainer/SQA Coordinator
- Skills Trainers (temporary line management)
- Finance Officer
- Administrator



Main duties

BOARD FACING

Formulating and successfully implementing strategy as approved by the Board, towards the fulfilment of the social aims of the Ridge Foundations CIC, and more broadly the charitable purposes of The Ridge SCIO;

FINANCE & FUNDING

Managing TRF finances to ensure solvency of the company and towards generation of profit in the interests of The Ridge SCIO

Developing training contracts and grant funding streams to ensure sustainability of ongoing projects and successful development of new ones;

Managing with the accountant the day-to-day finances, including payments, staff salaries, HMRC, sales etc and ensuring records are maintained of the same, and accurate Annual Accounts produced on time;

TEAM FACING

·Putting in place and overseeing effective operational planning;

Overseeing direct line reports to ensure that the operating objectives and standards of performance are not only understood but owned by the management and other employees;

Recruiting staff and managing HR functions (with external professional support) including discipline;

Overseeing consistent Staff Appraisal across line reports, and ensuring that this is rolled out across Training and Construction

Ensuring all line reports have access to requisite training/qualifications to fulfil their roles, and that they have opportunities to access a high-quality range of CPD opportunities;

Supporting the work of Construction and Training teams through effective line management;

Oversight/responsibility as Head of Centre (SQA) of delivery of accredited training

Managing publicity/social media officer to maintain profile of TRF's work, including on Social Media, on the Ridge website and via production of publicity/information materials;

Managing Admin functions within The Ridge Foundations CIC;

Leading on Health and Safety

OUTWARD FACING

Liaison with external agencies (eg HES, Edinburgh College, CITB, SQA, Local Authority, HSE) to ensure ongoing support and to explore effective ongoing collaboration;

Establishing, developing and maintaining funder relationships;

Liaison with The Ridge SCIO MD on Capital Projects to ensure effective project planning and delivery;

Liaison with SCIO Director of Services as required to ensure efficient and safe delivery of capital works on site;

To represent the Ridge on committees/at events as required

To undertake any other duties as required.

This document outlines the duties required for the post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time without changing the general character of the job or level or responsibility.

ESSENTIAL CRITERIA

Senior management experience

Project Management experience

Experience of delivery of accredited training at management level

Experience of financial management and reporting

Excellent communication skills

A flexible, positive and creative attitude

Understand and support the social aims of The Ridge

Digital literacy and competence

DESIRABLE CRITERIA

Have experience of work at Board level

Have worked in the Social Enterprise sector

Flexible Working

The Ridge offers flexible working with agreement of the line manager (in this case the Board of Directors).

The Ridge is a Disability Confident Employer and as such we are an inclusive and accessible organisation

How to apply

Please submit a CV to info@the-ridge.org.uk, with a covering letter outlining why you are interested in this post and what you feel you could bring to it.

If you would like to apply using an alternative method, or if you have any questions, please contact Kate Darrah (Managing Director) on kate@the-ridge.org.uk or 07811 918 109

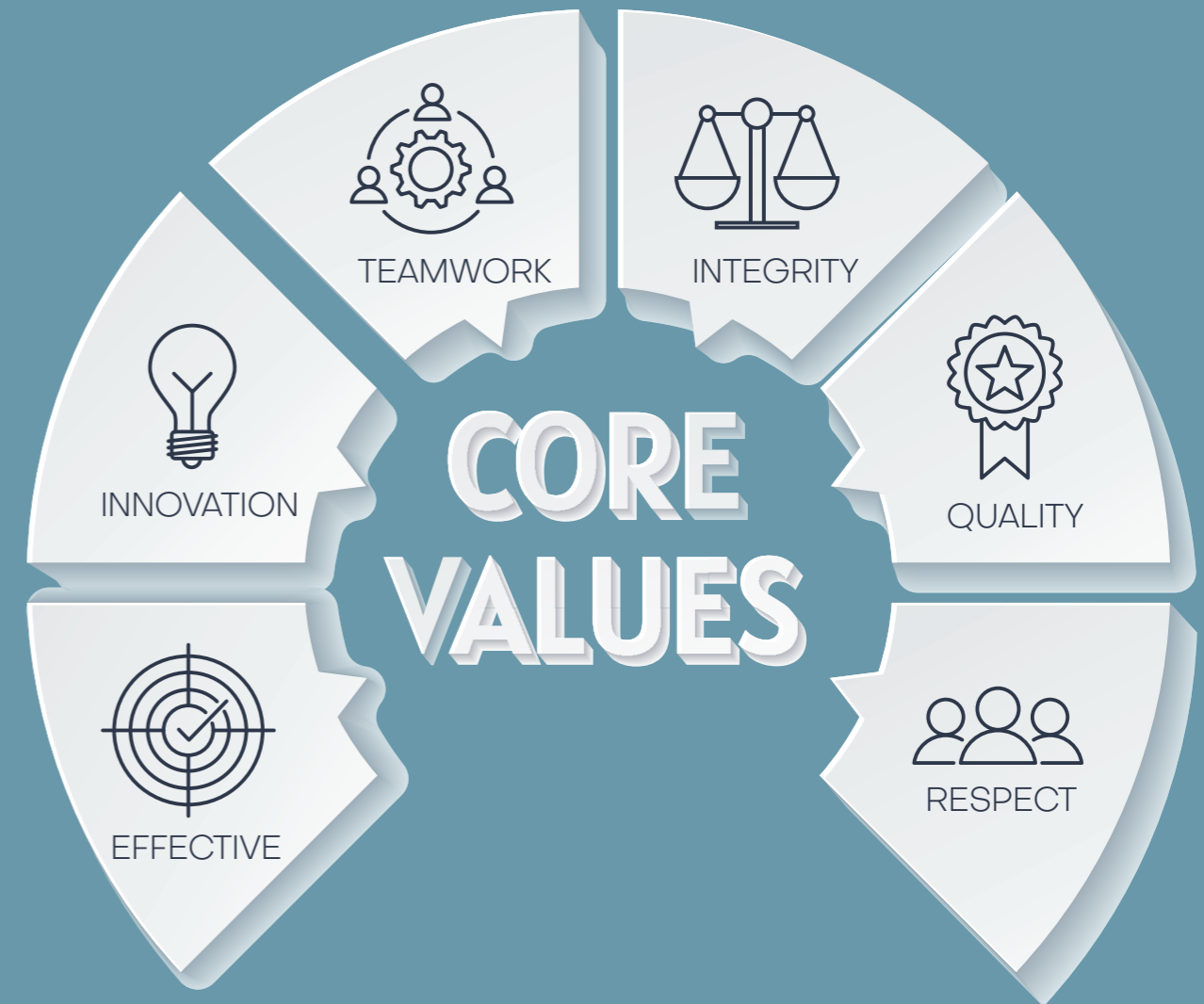
The Ridge is an inclusive organisation and as such we are happy to make reasonable adjustments for any candidate.

As a Disability Confident Employer, we will guarantee an interview to disabled candidates who meet all the essential criteria. If this applies to you, please highlight by including 'DC eligible' within your submission email.

Closing date for applications is Tuesday 20 June

Interviews will take place in person week beginning 26 June

OUR VALUES



5 WEEKS ANNUAL LEAVE

8 DAYS PUBLIC HOLIDAYS

ONGOING PERSONAL DEVELOPMENT

FLEXIBLE WORKING

EMPLOYER PENSION CONTRIBUTION

@ ridge FOUNDATIONS



40A High Street
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