

MANAGER



Name of Employer: **Fountainbridge Canalside Community Trust**
Hours: **22.5 hours per week (0.6 FTE)**
Salary: **£36,000 per annum pro rata**
Responsible to: **The Board of Directors**
Location of post: **Edinburgh Quay, Lower Gilmore Place, EH3 9NY -
either fully in office or hybrid with some home
working**
Contract term: **Permanent, subject to an annual review of funding**

JOB DESCRIPTION - Manager

Overview

Fountainbridge Canalside Community Trust (FCCT) is a registered charity and social enterprise that develops new projects and works with others to support and strengthen opportunities for economic, environmental and cultural activity that benefit the local community and promote social inclusion, sustainability and wellbeing.

***Making Fountainbridge a better place to live,
work, do business and visit!***

Our main projects include:

- RE-UNION CANAL BOATS – 2 boats providing funded social inclusion and mental health trips and activities, special events, community group trips and private hires
- CANALSIDE GREENSPACE GROUP – exploring and improving our local greenspace, for people and for nature
- VOLUNTEERING – one-off and regular activities, training and development opportunities on and around the canal (last year over 5,000 hours were given by volunteers)
- CANALSIDE WELLBEING WALKING GROUP – weekly walks part of the Walking Scotland Network
- EDINBURGH CANAL FESTIVAL – our flagship annual event on the third Saturday in June
- COMMUNITY EVENTS – we organise and get involved with other local events, particularly those with an outdoor or wellbeing focus

We are also shortly taking on:

- CANALSIDE COMMUNITY SPACE - creating a vibrant canalside by providing activities of social, cultural and environmental value for and with new and existing local residents
- REPLACEMENT FOR LOCHIRN BELLE – we are replacing our main trip boat with a new sustainable model that will be built in 2026.

Purpose of the Role

The Manager is the most senior member of staff and the driving force behind Fountainbridge Canalside Community Trust (FCCT). This is a practical leadership role for someone who enjoys variety — steering strategic direction, managing people and resources, ensuring good governance and financial health, and getting hands-on with our community projects and flagship events like the Edinburgh Canal Festival and Raft Race.

You'll lead a small, dedicated team and work closely with the Board to strengthen FCCT's impact, sustainability, and role as a valued local charity and social enterprise.

Specifics of the role include:

Leadership & Strategy

- Provide inspiring and inclusive leadership for staff, volunteers, and members.
- Work with the Board to develop and deliver FCCT's strategic and operational plans.
- Ensure impact is measured, evaluated, and shared with funders, stakeholders, and the community, including but not limited to producing our Annual Report.
- Foster a culture of wellbeing, collaboration, and accountability.
- Participate in Board, planning, and project meetings, ensuring strong internal communication and coordination.

Governance

- Serve as the main link between the Board and staff team.
- Provide timely reports and updates to support effective governance and decision-making.
- Act as Company Secretary, ensuring compliance with Companies House and OSCR requirements.

Finance & Fundraising

- Oversee financial planning, management, budget setting and reporting, working closely with the Operations & Finance Officer and Treasurer.
- Lead fundraising and income generation activity, including writing major grant applications, trading income, and initiating income generating activity of the Canalside Community Space.
- Maintain good relationships with funders including submitting timely grant reports and claims.
- Plan ahead, particularly with grant applications and partnerships, to ensure the organisation's long-term financial sustainability.

Operations & People

- Support staff and volunteers to deliver high-quality projects, training, and community activities.
- Oversee and work collaboratively with staff and volunteers to support the smooth running of the organisation's social enterprise activities.
- Guide delivery of larger events and new initiatives such as the Canalside Community Space.
- Line manage all staff and freelancers, promoting professional development and wellbeing.
- Lead on HR matters with support from the Operations & Finance Officer
- Contribute to FCCT's public profile and digital presence.

- Participate in the on-call rota as Designated Person Ashore (DPA) for boat trip operations.

External Relations

- Act as the public face of FCCT, representing the organisation to funders, partners, and the wider community.
- Build and sustain partnerships with community groups, other charities, local businesses, and the City of Edinburgh Council.
- Champion the value of blue and green spaces for community wellbeing and inclusion.

Person Specification

Essential

- Commitment to inclusivity, sustainability, and community empowerment.
- Proven experience in leadership and management in a charity, social enterprise, or community organisation.
- Strong project management and fundraising skills.
- Confident using financial information to inform decision-making.
- Excellent communication and relationship-building skills.
- Comfortable working strategically and operationally in a small, busy organisation.

Desirable

- Interest in community engagement, volunteering, environmental and heritage projects.
- Track record of income generation, including trading or social enterprise activity.
- Understanding of impact measurement and communicating outcomes to funders.
- Experience of volunteer management and supporting inclusive participation.

What we offer

- A varied and rewarding role in a friendly, purpose-driven charity.
- Flexible working from day one.
- Opportunities for training and development.
- Pro rata holiday allowance, including bank holidays.
- Christmas shutdown period.
- 5% employer contribution to pension.
- Annual party/trip on one of our canal boats.