



Organisation Manager

Fountainbridge Canalside Community Trust (FCCT)

Location: Edinburgh Quay, Lower Gilmore Place, EH3 9NY

(office-based or hybrid) Edinburgh

22.5 hours per week (0.6 FTE)

£36,000 per annum pro rata

Fountainbridge Canalside Community Trust (FCCT) is a dynamic local charity and social enterprise working to make Fountainbridge a better place to live, work, do business and visit. From community canal boat trips to greenspace improvements, volunteer programmes, wellbeing walks and the annual Edinburgh Canal Festival, we deliver projects that promote inclusion, sustainability, and community wellbeing.

We are now looking for a motivated and skilled **Organisation Manager** to lead our small, dedicated team and help shape the next stage of FCCT's growth — including the exciting development of our new Canalside Community Space.

About the Role

As FCCT's most senior staff member, you will provide strategic leadership while staying closely connected to day-to-day operations. This is a hands-on and varied role, ideal for someone who enjoys combining big-picture thinking with practical community-focused delivery.

Key responsibilities include:

Leadership & Strategy

- Provide inspiring and inclusive leadership for staff and volunteers
- Work with the Board to deliver strategic and operational plans
- Oversee impact measurement and reporting, including the Annual Report

Governance

- Act as the key link between the Board and staff
- Support strong governance, including acting as Company Secretary

Finance & Fundraising

- Lead financial planning, budgeting, and reporting

- Drive fundraising, major grant applications, and income generation
- Build strong relationships with funders and partners

Operations & People

- Support and line-manage staff and volunteers
- Oversee social enterprise activities, community programmes, and events
- Lead delivery of flagship initiatives such as the Edinburgh Canal Festival
- Contribute to FCCT's public profile and digital presence

External Relations

- Act as the public face of FCCT
 - Build partnerships with local groups, businesses, and stakeholders
 - Champion the value of blue and green spaces and community wellbeing
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About You

Essential:

- Strong leadership and management experience in a charity, social enterprise, or community setting
- Proven project management and fundraising skills
- Confident with financial information and decision-making
- Excellent communication and relationship-building abilities
- Able to balance strategic thinking with hands-on operational delivery
- Committed to inclusivity, sustainability, and community empowerment

Desirable:

- Experience in community development, volunteering, environmental or heritage projects
 - Income generation or social enterprise experience
 - Understanding of impact measurement
 - Experience supporting volunteers and inclusive participation
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What We Offer

- A varied and meaningful leadership role in a friendly, purpose-driven charity
- Flexible working from day one
- Training and development opportunities
- Pro rata holiday allowance including bank holidays
- Christmas shutdown period
- 5% employer pension contribution
- An annual canal boat trip

How to Apply

Please send your **CV** and a **covering letter** explaining what attracts you to this role and what skills and experience you would bring to FCCT. As this is a part-time role, we would appreciate knowing about any other commitments you have, as well as your preferred working pattern (days or hours).

Please also see our other job advert, as we are recruiting for two part-time posts. If you believe your skills align with elements of both roles, or if you would prefer to work more or less than 0.6 FTE, please outline this in your covering letter.

For an informal chat or any questions about the role or organisation, please contact Rachel, Development Manager on 07716 745978 or rachel@fcct.scot

Please email applications to: rachel@fcct.scot

Deadline: *Wednesday 10 December 2025*

Interviews: *Friday 19 December 2025*
