



OLD LUCE
DEVELOPMENT TRUST

Activities and Facilities Manager Application Pack

Old Luce Development Trust

Old Luce Development Trust (OLDT) is a development organisation that works with the community to improve the quality of life for residents of the Old Luce Community Council area. The company was formed in response to a community consultation undertaken in 2015 on behalf of Old Luce Community Council, aimed at engaging the whole community to identify ways to improve the social and economic outcomes within the Old Luce Community Council Area. We became a registered charity in June 2019.

Activities and Facilities Project

The Trust manages Glenluce Public Hall on behalf of Dumfries and Galloway Council and also developed and opened a community hub for Dunragit in 2024. Up to now, both community facilities have relied on third parties to book the hall for events. The project is an initial 12-month pilot, creating a new Activities and Facilities post to proactively put on events in both community facilities and across the wider community council area. It is expected that the post will become permanent after the pilot, subject to securing ongoing funding.

The specific aims of this project are to:

- Improve community cohesion through the provision of events and activities and the creation of volunteer management groups
- Reduce social isolation and loneliness in our elderly and wider community
- Provide events for children, such as youth groups and community celebrations
- Assist special interest groups to get off the ground, ahead of becoming self-running
- Improve community mental and physical wellbeing through the introduction of social and exercise groups
- Increase ad-hoc opportunities for contact between community members and assist local businesses through the provision of markets, such as craft or artisanal food

These specific aims will contribute to the wider Trust aim of encouraging a friendly, cohesive, vibrant and pleasant community in which residents are proud to reside and which people wish to visit, in turn helping to sustain services and businesses in the area.

Activities

A community consultation was carried out from October 2024 to January 2025 to establish support for various activities at Glenluce Public Hall, the new Dunragit Community Hub and the wider Old Luce area. Old Luce residents were asked about exercise, social activities, special interest groups, markets and children's activities. Almost all activities suggested in the survey had sufficient support to be viable, giving strong potential to provide a full programme of activity at both facilities. There was also strong interest in volunteering at both facilities. A Management Committee was set up for the Dunragit hub in January 2025 and a similar group is envisaged for Glenluce Public Hall. This outcome was further supported by the Community Action Plan 2025, which listed a programme of activities in the top 3 priorities.



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The initial focus of this new post will be on setting up the programme of events and activities and increasing volunteer participation, which will be essential to support you in the post. You will actively run 14 hours per week of activity at each facility, with the remaining 7 hours office-based (or home-based). As a new post, the exact nature of the activities and events is within your gift. Based on the survey, at each facility, we envisage a primary-aged youth group, a monthly weekend community night, a monthly weekend market or café, and at least two daytime social activities for elderly and/or socially-isolated residents, one with simple food provided, and an activity aimed at secondary-aged children. During school holidays, you will run daytime holiday activities, in place of evening activities, and community children's parties at Halloween, Christmas and Easter.

Community nights might include cinema nights, quizzes, live music, open mic, 70s/80s/90s/00s disco nights, or board games nights, and a regular bingo night is likely to be both popular and profitable. The pilot coincides with the Trust's ten-year anniversary, so community nights may be themed to reflect that, for example, a quiz night based on the last ten years or a night to celebrate community volunteers.

You will help special interest groups to set-up and support them to eventually become self-running, such as a weekly group for art activities and working with other communities to set up intra-community table tennis or badminton leagues.

You will also actively seek third-party bookings and interest has been expressed in exercise classes and music lessons.

Once the programme is sufficiently developed, the facilities management elements will transfer to this role. You will line manage the two Hallkeepers and, supported by them, take on liaison with Dumfries and Galloway Council on management of Glenluce Public Hall.

Funding

The post is currently funded for 11.5 months from the National Lottery and from Old Luce Community Fund. We have two further funding applications in progress, managed by Dumfries and Galloway Council, and expect to hear the outcome of these in May and June. We have identified several further sources of funding for specific activity, for example, for dementia support groups, for activity providing food aimed at poverty reduction, and for school holiday activity. The Development Officer will support you to make funding applications if this is new to you. You can also look at increasing donations, sponsorship from local companies and charging for some activities to help cover costs. We have identified potential funding for the 5 years following the pilot, which is dependent on proof of impact of activities. You will use evidence gathered during your activities (photos, questionnaires, testimonies, attendance figures) to support funding applications. It is anticipated that the post will become permanent, subject to ongoing funding.



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Job Description

- Role:** Activities and Facilities Manager
- Remuneration:** £27,000 per annum
- Hours of Work:** 35 hours per week, with significant evening and weekend working (Open to job share with proportionate evenings and weekends)
- Line Manager:** Development Officer
- Duration:** 12-month contract (with expectation of permanency, subject to funding)
- Location:** Glenluce and Dunragit

Role Summary

The Activities and Facilities Manager is a mainly public-facing role, responsible for the development and provision of a programme of events and activities across the community, making full use of both Glenluce Public Hall and Dunragit Community Hub. The role incorporates organising and running events, including production of event materials, funding applications, and facilities management of Glenluce Public Hall.

Key Responsibilities

Area	Responsibility
Events and Activities Management	<ul style="list-style-type: none">• Establish and maintain a programme of events and activities• Establish a full programme of activity at Glenluce Public Hall and Dunragit Community Hub by organising and running activities and encouraging third party bookings• Establish and run activities, such as community gatherings, youth groups and school holiday activities, sports and exercise, social meeting groups, special interest groups, fundraising activity and artisanal markets• Work with other communities in the region and relevant community bodies to set up joint activities, such as sporting leagues• Assist in the planning, organising and running of Trust public meetings and celebrations



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Area	Responsibility
Volunteer Coordination	<ul style="list-style-type: none"> • Drive forward the move to volunteer-run community facilities through volunteer recruitment, retention and recognition • Establish a volunteer Management Committee for Glenluce Public Hall • Support both Management Committees, attending committee meetings as required • Once an activity is established, support groups to become self-running
Finance, Grants and Record Keeping	<ul style="list-style-type: none"> • Monitor funding opportunities and apply for and manage grants to fund activities, running costs and continuing staff employment • Manage the events and activities budget, keeping accurate records for grant funders and the Trust • Consider activity pricing and donation options to maximise revenue while remaining inclusive • Liaise with the Business Support Assistant in relation to accounts and invoicing
Social Media and IT	<ul style="list-style-type: none"> • Work with the Microsoft Office suite of programs on day-to-day tasks and event materials • Update social media platforms and provide basic updating of the OLD T website in relation to activities and events
Partnership working	<ul style="list-style-type: none"> • Maintain positive relationships with external stakeholders and others in the public, private and third sectors • Attend regional community facility networking meetings on behalf of the Trust
Bookings	<ul style="list-style-type: none"> • Support the Hall Keepers to manage the bookings process for Glenluce Public Hall, responding to enquiries and providing hirers with clear and timely information on the hire of the hall • Liaise with the Business Support Assistant and Hall Keepers in relation to hall bookings
Facilities Management	<ul style="list-style-type: none"> • Undertake a Hall Manager position for Glenluce Public Hall, taking the lead on hall matters, and work to move hall management across to a volunteer Hall Management Committee • Line manage Hall Keeping staff • Manage third party contractors, such as cleaning contracts • Respond to maintenance and cleanliness complaints from hirers



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Area	Responsibility
	<ul style="list-style-type: none"> • Liaise with Dumfries and Galloway Council and/or private contractors for repairs and maintenance of the hall • Ensure required checks at the facilities, such as fire alarms and water checks, are carried out by the Hall Keepers/volunteers • Ensure that the hall and hub remain secure, ensuring that keys are controlled and kept in a locked place when not in use • Respond to emergencies at the hall
General	<ul style="list-style-type: none"> • Attend training in relation to the work of the Trust as requested • Deputise for the Development Officer and provide absence cover for other Trust staff • Undertake other tasks in line with the job purpose

Person Specification

Criteria	Essential	Desirable
A: People Skills	<ul style="list-style-type: none"> • Ability to work with children • Ability to communicate effectively with a variety of people from communities, businesses and agencies at all levels and in a professional and engaging manner • Ability to show empathy and compassion • Team ethic 	<ul style="list-style-type: none"> • Experience of working with children • Experience in a customer-facing role • Experience of recruiting and working with volunteers • Experience of line management
B: Innovation	<ul style="list-style-type: none"> • Ability to work with initiative and willingness to try new ideas • Proactive approach 	
C: Planning and Organising	<ul style="list-style-type: none"> • Ability to plan and organise own workload • Ability to retain focus and direction 	<ul style="list-style-type: none"> • Experience of event organisation and management, particularly in youth and/or elderly activities • Experience of the voluntary sector or community-oriented work



Criteria	Essential	Desirable
D: Written Communication	<ul style="list-style-type: none"> • Ability to produce accurate and engaging written materials • Attention to detail 	<ul style="list-style-type: none"> • Experience of applying for grants • Experience of producing publication materials
E: Numeracy	<ul style="list-style-type: none"> • Accurate numeracy skills 	<ul style="list-style-type: none"> • Experience of managing budgets
F: Social Media and IT	<ul style="list-style-type: none"> • Experience of Microsoft Word, Excel and Outlook 	<ul style="list-style-type: none"> • Ability to learn Microsoft Word and Excel to intermediate level • Experience of website editing and social media platforms • Ability to use emerging technologies, such as Canva, to communicate & advertise events
G: Other	<ul style="list-style-type: none"> • PVG Scheme Membership • Ability to travel between locations • A willingness to undertake training relevant to the role • A willingness to undertake other tasks in line with the Trust purpose 	<ul style="list-style-type: none"> • Familiarity with the Old Luce area

Additional Information

- **PVG:** Appointment is subject to PVG scheme membership. The Trust will pay any costs associated with joining the scheme or adding this employment to your registration.
- **Probation:** Appointment is subject to a 6-month probationary period.
- **Supervision:** It is expected that the postholder will be largely self-managing, reporting directly to relevant directors on day-to-day decisions. The post holder will also receive support from the line manager, with dedicated supervision meetings every 6-8 weeks.
- **Evenings, weekends and school holidays:** It is anticipated that the post will involve at least one weekend day per fortnight and initially 4 to 5 evenings per week during term-time. The term-time evening requirement may change over time as third party and/or volunteer-led bookings increase. During school holidays, the post will involve fewer evenings in order to run daytime children's activities.
- **Flexible working:** The Trust is able to support a flexible working pattern, within the confines of running a set activities programme at suitable times for maximum



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participation. A split morning and evening or a continuous afternoon into evening pattern can be worked and working from home is available for office-based hours.

- **Part-time/job share:** The post is open to job share, subject to a proportionate distribution of evening, weekend and school holiday activities. Job share applicants do not need to apply with a job share partner, but appointment would be subject to a suitable job-share partner being identified in the same recruitment round.
- **Annual leave:** The post attracts 30 days' annual leave per annum, including bank holidays (pro-rated for part-time work based on a 35-hour full-time week). The Trust also allows employees to 'buy' additional annual leave in return for a reduction in salary.
- **Travel:** Public transport in the area is limited, so a car adequately insured for business use or a bicycle would be needed for travel between Glenluce and Dunragit. The additional cost of car insurance for business use is reimbursed. There would also be occasional travel required within and outwith the wider Old Luce area. Travel within the working day or to sites outside the Old Luce area is reimbursed in line with HMRC guidelines.