



Job title: ScrapAntics Manager

We are looking for an experienced manager with a strong understanding of the third sector and a genuine passion for social justice to help lead our organisation through challenging economic times.

The role requires someone who can think creatively, adapt to change, and handle challenges with a solution-focused mindset. Experience in budgeting, financial planning, fundraising, and running impactful organisations on limited resources is essential.

The ideal candidate will have strong leadership skills, a non-judgmental approach, and the ability to connect with and manage a diverse team.

This office-based role is a vital position, ensuring the organisation thrives in a difficult climate, working closely with the CEO to oversee operations and drive the organisation's growth and development.

If you're ready to make a meaningful impact, we want to hear from you!

www.scrapantics.co.uk

Role details:

Location: Hybrid working (must be based locally to Dundee)

Contract: Full time, £31,616 per annum
Permanent and ongoing with 3 month probation (PAYE)

Details: 30 days holiday allowance plus NI & pension contributions
Mon - Fri with occasional weekend and evening working

To apply: Please send your CV and a covering letter detailing why you are applying for the role, to kate@scrapantics.co.uk

Deadline: Tuesday 14th January at midnight

Contact: Please get in touch with any questions; kate@scrapantics.co.uk

Job Purpose:

- To support ScrapAntics' CEO in the running of the organisation
- To support and coordinate the team - maintaining a positive and cohesive working environment
- To manage, document and lead multiple projects
- To maintain business bookkeeping and project accounting spreadsheets
- Internal and external communications and all associated admin duties
- Collaborating on funding applications and reporting as part of the management team

Roles and Responsibilities:

1. Project management of commissioned projects
2. Internal communications within the team - distributing information, answering questions, carrying out supervisions and being available for support
3. Communicating and liaising with external partners and organisations including Dundee City Council and national organisations, ensuring positive relationships are maintained and information is shared
4. Creating and collaborating on funding applications and project reporting
5. Attending and facilitating organisational meetings; taking minutes and distributing these as appropriate
6. Creating and updating/maintaining booking schedules and staff rotas
7. Maintaining an overview of larger projects and supporting the project leads to deliver to budget and timescale
8. Handling enquiries and taking bookings for activities, play sessions, workshops and space rental
9. Creating and maintaining budget spreadsheets
10. Maintaining a general overview of ScrapAntics organisational running and communicating changes and issues to ScrapAntics' CEO

Skills, Knowledge and Experience Required:

1. Experience of working in a thriving third sector organisation
2. Passion for sustainability, community and social justice
3. Positive leadership skills and experience of managing a team
4. Excellent interpersonal and communication skills and a welcoming, friendly and helpful manner
5. High level of IT and written skills
6. Project management experience
7. Experience of applying for and reporting on funding
8. Experience of working with budget spreadsheets

Further Details:

Training opportunities will be available.

Your line manager will be Sandy Greene, CEO.

Equal opportunities:

ScrapAntics is committed to being an equal opportunities organisation and welcomes all applications for consideration.

We know there are candidates who may not fit every criteria we've outlined here, or who have key skills we haven't listed. If this is you, please do apply if you feel your particular experience or skill set could enhance this role.

Next steps:

All applications will be responded to, if you do not receive a response within 1 week of emailing please contact Kate on 07584906186.

Application deadline: Tuesday 14th January 2025

Applicants notified of interview invitation: Wednesday 15th January 2025

Interviews block 1: Friday 24th January 2025 (1pm - 6pm)

Interviews block 2: Monday 27th January 2025 (1pm - 6pm)