

MIDSTEEPLE

QUARTER

LET'S TAKE IT TO THE STREET

Job description – Enterprise Manager

March 2024

Midsteeple Quarter (MSQ) is an exciting, innovative community-led organisation that aims to breathe new life into Dumfries town centre by bringing empty High Street properties into community ownership and redeveloping them to create new affordable rental housing and enterprise spaces. It currently owns six properties.

The first fully redeveloped property, The Standard, will open in Summer 2024. To support this exciting new phase we are looking for an experienced Enterprise Manager who will bring Midsteeple Quarter's vision for the enterprise spaces to life, support enterprise tenants, and develop a hub at The Standard for young aspiring entrepreneurs.

Our Enterprise Manager will be a flexible, solutions-focused individual with a demonstrable track record of involvement in developing and supporting enterprises.

Role Title: Enterprise Manager

Salary: £35,000 pa

Hours: Full Time, 35 hrs/wk - *The post holder will be expected on occasions to work evening/ weekend hours and undertake travel to attend meetings elsewhere.*

Contract: 3 years

Employed by: MIDSTEEPLE QUARTER (the trading name of Dumfries High Street Limited)

Reports to: Executive Director

Staff responsibilities: No staff responsibility

Based: Midsteeple Quarter Office

Probation period: 6 months

Purpose of role:

Working alongside our Buildings Manager and administrative team, our Enterprise Manager will set up and run the enterprise spaces. They will focus on achieving full occupancy in The Standard and the 'pop up' and 'meanwhile use' spaces as well as supporting young people and enterprise tenants to manage and grow successful enterprises.

Job Duties:

- Devise and deliver a marketing strategy aimed at attracting independent enterprises and start-ups to use the enterprise spaces
- Manage the enterprise spaces with the aim of achieving full occupancy and ensuring a diverse mix of enterprises in our properties
- Be the main point of contact for current and future enterprise tenants
- Work with partners to develop a youth enterprise hub, offering mentoring and enterprise support alongside life skills and employability skills to aspiring young entrepreneurs (15 - 25)
- Work with networks and partners to deliver up-to-date enterprise support and training
- Create a supportive community of entrepreneurs and provide opportunities for enterprise tenants to network and learn from each other
- Regular reporting to senior management and key stakeholders
- Contribute to the development and implementation of strategic plans that align with the organisation's objectives/goals

Person Specification:

1. Essential

- Minimum of 2 years' experience in developing and supporting enterprises
- Knowledge and understanding of best practice in start-ups
- Ability to research/deliver/signpost relevant advice and support on a regular basis
- Excellent organisational and time management skills
- Presentation skills and the ability to promote the organisation with a wide range of stakeholders
- Excellent interpersonal skills to build rapport and foster relationships
- Able to work under own initiative
- Strong business and leadership skills
- Experience of working with young people (15 to 25)
- Coaching, training or mentoring experience
- Adaptable and flexible with a 'can-do' attitude
- Commitment to living in Dumfries and Galloway (preferably Dumfries)

2. Desirable

- Experience developing and delivering marketing strategies
- Ability to think 'out of the box'
- Financial experience
- Experience setting KPIs and monitoring outcomes
- Experience of applying for external funding

To apply: Submit CV and a covering letter explaining why you are interested in the job to info@midsteeplequarter.org by April 25th. Interviews will take place May 7th to 10th.

