



Job Description

Job Title:	General Manager
Employer:	Leverhulme Community Hub
Location:	Leverhulme Community Hub, Isle of Harris
Contract Type:	2-year fixed term with possibility of extension
Hours:	37.5 hours per week (full or part time depending on skills/preferences).
Salary:	£32,000 per annum plus 3% employers pension contribution
Holiday:	32 days per annum

Job Purpose

The General Manager will lead the day-to-day operations and ongoing development of Leverhulme Community Hub. Working closely with the volunteer Board of Directors, you will manage the community gym, charity shop, and explore the creation of a café. The role's primary focus is to build a sustainable community enterprise that supports social inclusion, volunteering, and local engagement.

Main Duties and Responsibilities

The successful candidate will be employed to carry out specific tasks as set out below.

- Oversee and enhance all Hub facilities and services, including the gym and charity shop, ensuring they operate efficiently and meet community needs.
- Line manage any staff employed by the Hub, providing clear direction, support, and development opportunities.
- Promote the Hub as a venue for community and private events, manage bookings, and coordinate room setup to ensure excellent user experience.
- Lead the exploration and planning for a café within the Hub, conducting feasibility studies, developing business plans, and engaging with key stakeholders to assess and implement options.
- Foster a strong culture of safety by keeping risk assessments and policies up to date and ensuring full compliance with relevant standards.
- Recruit, support, and motivate volunteers, creating a positive and inclusive environment.
- Provide comprehensive administrative support to the Board of Directors, including reporting, record-keeping, and assisting with governance.
- Manage day to day expenditure within agreed budget limits, whilst providing support to the Treasurer with transaction processing and operation of financial systems.
- Identify, apply for, and secure funding to drive the Hub's growth and long-term sustainability.
- Promote Hub activities and strengthen community engagement.

- Undertake any additional duties as required by the Board of Directors to support the Hub's mission and objectives.

Person Specification

The post requires a range of skills and attributes which are detailed below. The successful candidate will be expected to meet all the essential criteria and a proportion of the desirable criteria. LCH recognises that some of the desirable criteria will be developed during the course of employment.

Attributes	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> - Experience in managing facilities and services - Producing risk assessments, safe working procedures, and policies - Working to defined outcomes/outputs - Understanding of the charitable grant funding environment and reporting process - Experience in line management of staff and supporting volunteers 	<ul style="list-style-type: none"> - Experience in the use of Xero accounting software - Experience of working in the third sector - Experience in a managerial position within the hospitality sector - Volunteering experience
Skills and Abilities	<ul style="list-style-type: none"> - Excellent planning and organisational skills - Clear and effective communication - Ability to work collaboratively with a wide range of people, organisations, and agencies; strong networking and people skills - Understanding of challenges faced by rural communities - Ability to work independently and meet agreed timelines - Creative problem-solving - Good IT skills - Understanding of confidentiality when handling commercially sensitive and personal information - Flexible approach to working hours - Ability to promote the Hub as a venue, manage bookings, and coordinate room setup 	<ul style="list-style-type: none"> - Gaelic speaker or willingness to learn.

How to Apply

Please apply with a CV and covering letter providing evidence of your suitability for the role and your preferred working hours to info@levcomhub.com by midday on Wednesday the 18th of February 2026. If you have any questions, please don't hesitate to get in touch at the same email address.

Please note the interview date will be the 2nd of March 2026.

Equal Opportunities

In employment, the policy of LCH is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, disability, creed, colour, race, age, ethnic origin, marital status, religion, sexual orientation, or responsibility for dependents or is in any way disadvantaged by conditions or requirements which cannot be shown to be justifiable. LCH will apply this policy to the recruitment, training, remuneration, conditions of employment and promotion of its staff at all levels. LCH will undertake both initiatives to encourage under represented groups to apply for posts, and specific training measures designed to correct imbalances at any level within the said organisation in terms of representation by black and ethnic minority; female or disabled employees.