

Number 30 Manager

Application Pack



July 2026

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1. Introduction

Huntly Development Trust (HDT) is a nationally-recognised community organisation working to improve the quality of life in the market town of Huntly, Aberdeenshire and the surrounding area. We do this with the support of more than 600 members, a dedicated team of 26 staff (14 full-time equivalent), the guidance of 8 committed volunteer Trustees, and through collaboration with others to tackle local challenges and create real, positive change.

HDT is a key partner in delivering the community-led Huntly 2030 strategy which aims to strengthen the town centre and create lasting social, economic and environmental benefits. The flagship project of our work to date is our acquisition and redevelopment of Number 30. This has seen us transform a vacant former department store in Huntly town centre into a vibrant multi-use hub, incorporating a café, cinema and performance venue, gallery and event space, co-working facilities, learning and conference spaces, Banking Hub and other community facilities. The building opened in August 2024 and was immediately embraced by our community. In those two years it has become the heart of the town and wider area.

Number 30 has already proved itself a hugely valuable resource for Huntly and district. It hosts an abundance of local activities and events and draws visitors to Huntly from further afield. We see it as an anchor in community efforts to give our town centre a new purpose in the 21st Century. Its success has given people renewed faith in the future, and we see it acting as a catalyst for further investment in Huntly.

We are now seeking an experienced and motivated Number 30 Manager to continue this success and lead the operations and development of this award-winning initiative into a new phase. Working closely with the HDT board, staff, volunteers and partners, you will ensure the venue delivers exceptional customer experiences, remains financially sustainable and continues to meet the needs of the community and its visitors.

This varied and rewarding leadership role requires a blend of commercial awareness, operational excellence and a passion for community development. The successful candidate will be a proactive, resilient leader who thrives in a dynamic environment and can inspire others while balancing multiple priorities.

This application pack introduces you to the application process, the role and its context. If you have any queries, or would welcome an informal discussion about the role, please contact: jobs@huntly.net.

2. Application Process

2.1 Overview

The timetable for the application process is as follows:

Sunday 17 th August	Deadline for receipt of applications by e-mail to: jobs@huntly.net
By Friday 21 st August	Applicants informed whether they have been short-listed for interview and about the interview format.
w/c Monday 31 st August	Interviews in Huntly
w/c Monday 7 th September	Interviewees informed of the outcome
As soon as possible thereafter	Successful candidate takes up the post

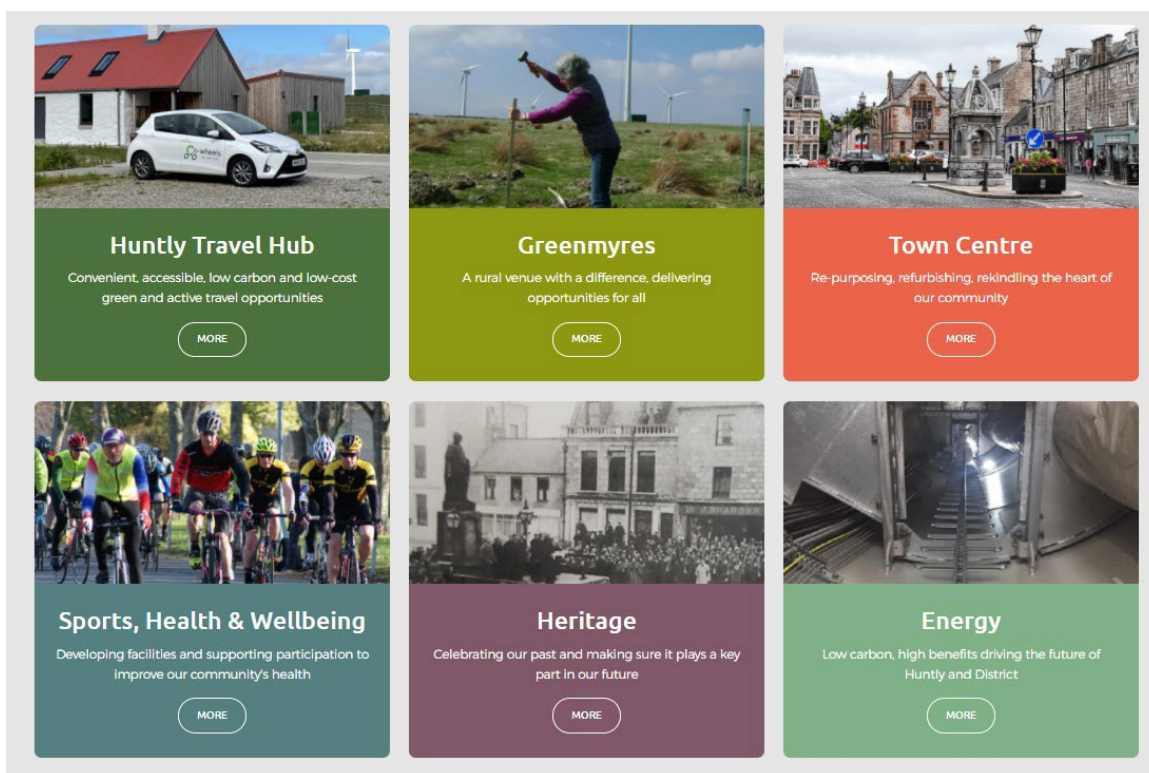
HDT reserves the right to amend this timetable without notice.

2.2 How to Apply

By **midnight on Sunday 17th August** applicants should send to: jobs@huntly.net

- A letter of application explaining your interest in the post (2 pages of A4 max)
- Your CV, including your contact details.
- The names and contact details of two referees, one of which should be your current or most recent employer. These referees may be contacted by HDT prior to your interview. If you do not wish your referees to be contacted unless you are offered the job, please indicate this clearly in your letter of application.

Thank you for your interest in the role, Number 30 and Huntly Development Trust.



An overview of what Huntly Development Trust does. Number 30 is a key element of our town centre work.

3. Huntly Development Trust

Huntly Development Trust (HDT) is a nationally-recognised, forward-thinking community organisation rooted in Huntly. We're passionate about creating opportunities to help our town and the wider district thrive — for everyone who lives and works here now, and in the future.

Since 2009, HDT has worked with many partners to deliver a wide variety of projects of increasing scale and complexity, such as:

- Bringing back life to Huntly town centre by redeveloping vacant properties and giving them new purpose:
 - the former RBS building, now home to Orbs Community Bookshop
 - 11 Deveron Street, the base for our Huntly Travel Hub, and
 - Number 30, our award-winning flagship venue on The Square. This vibrant community space, with its cinema, café, co-working spaces, learning zone and banking hub has become a place where local people come together every day. It provides twenty jobs and several training opportunities.
- Helping people travel in practical, affordable and environmentally responsible ways. Our Huntly Travel Hub operates the community minibus, a two-car Co-wheels franchise, electric bike hire, as well as promoting and enabling walking and cycling.
- Transforming Greenmyres, a 63-acre former hill farm, into a biodiverse community asset for outdoor adventures, including watersports, cycling, hiking and camping.
- Capturing enhanced benefit from local wind energy opportunities, including from two commercial developments as well as our own community turbine at Greenmyres. This income has levered in ca £5.3 million of external investment towards the above projects – and many others - since 2009.

We are a Living Wage Employer and a member of several national networks, such as Development Trusts Association Scotland, Community Energy Scotland and Community Land Scotland, as well as the multi-stakeholder Huntly Town Team.

Across all our work, our focus remains the same: thinking ahead, taking practical action and working with partners to create lasting benefits for Huntly and District.

More information on HDT can be found at www.huntlydt.org.



One of HDT's Huntly Travel Hub vehicles at HDT's Greenmyres site, with our community wind turbine in the background

4. Number 30

4.1 The Redevelopment

In July 2019, HDT secured funding through the Aberdeenshire Town Centre Fund to buy the former Cruickshanks department store which stood empty on the corner of The Square and Deveron Street. This brought into community ownership a landmark Category B and C-listed building dating from 1875.

In January 2020, HDT commissioned LDN, award-winning conservation architects, to create plans for a full refurbishment of the building and secure all necessary consents. Key design criteria included flexibility of spaces to allow for evolution of use over time, accessibility for all and as environmentally-friendly solutions as possible. Throughout 2020, HDT worked closely with LDN and fellow members of their wider Design Team on the redevelopment plans and the funding applications to make those plans happen. With the nearly £4 million funding package in place, Bancon Construction started work on site in late 2021. The building opened its doors to the public in August 2024.

4.2 What Number 30 Now Offers

Number 30 provides a variety of different uses to balance views gathered through community engagement and the need for commercial reality:

- Family-friendly café which has fast-become a popular meeting space for the community for Huntly and for visitors from further afield.
- 63-seat cinema/performance space with fully retractable seating. Through our agreement with INDY the cinema shows recently released mainstream films along with live-streamed National Theatre, ballet, opera and specialist screenings.
- Co-working facilities across two levels with flexible hotdesking on the first floor and fixed, contract desks on the second floor.
- Learning and training spaces/meeting rooms ideal for numerous purposes and all ages, including school groups.
- Large gallery/exhibition space suitable for events of all kinds.
- Banking Hub providing our community with access to banking facilities that the town had lost before Number 30 opened and producing a reliable rental income for HDT.

High speed broadband runs throughout the building, and the heating is provided through an air-source heating and cooling system supported by solar PV. There is an abundance of natural light thanks to the installation of numerous windows and large skylights. Natural ventilation is available on all floors. Hearing loops are provided, a lift to all levels makes the building accessible to all and there is a Changing Places facility on the first floor.

Number 30 is currently open five days/week Thursday-Monday from 09.00 until around 22.00, depending on cinema timings. It employs a team of 20 staff (10 FTE), and is supported by ca 10 volunteers.

Please see the Number 30 website for further information:

<https://www.number30.org/home-page>

5. Job Description

POST TITLE	Number 30 Manager
DURATION	Permanent (37.5 hrs/wk)
REMUNERATION	£42,000-£45,000 gross, depending on qualifications and experience, plus employer pension contribution
REPORTS TO	HDT Joint General Managers

5.1 Main Purpose of the Role

To lead the day-to-day operation, development and commercial success of Number 30, ensuring it remains a welcoming, vibrant and financially sustainable community venue. The postholder will be responsible for overall operational management, team leadership, customer experience, compliance community engagement and business development.

5.2 Profile

You are an experienced and inspiring leader with a passion for community, hospitality and customer experience. You have a proven track record of managing people, developing high-performing teams and delivering excellent customer service.

You are commercially aware, strategically minded and able to balance operational excellence with long-term sustainability. You are confident building relationships with customers, partners, stakeholders and the wider community, and are equally comfortable leading from the front during busy operational periods.

You are an organised and analytical thinker with excellent attention to detail while maintaining focus on the bigger picture. You can prioritise workloads, delegate effectively and support your team to achieve shared goals and deadlines.

You will champion Number 30's values, creating an inclusive, positive culture that delivers exceptional experiences for everyone who visits.

5.3 Key Responsibilities

The Number 30 Manager role is multi-faceted, demanding and rewarding. You will have overall responsibility for managing the venue, assisted by the wider HDT team, volunteers and external service providers.

Your key responsibilities (set out in more detail on pages 9-10) are:

1. Leadership & People Management
2. Operations & Venue Management
3. Governance, Compliance & Health & Safety
4. Business Development & Financial Management
5. Events, Cinema & Customer Experience
6. Marketing & Community Engagement

5.4 Essential Experience & Knowledge

- Degree level qualification or equivalent relevant experience
- Significant management/operations experience within hospitality, leisure, tourism or a related customer-focused environment
- Demonstrable experience of managing teams in a fast-paced, results-driven organisation
- Experience of financial management, budgeting and income generation
- Strong IT skills, including Microsoft Office, with the ability to learn specialist cinema and booking software
- Understanding of social enterprise and community-led development.

5.5 Skills & Competencies

The successful candidate will demonstrate:

- Outstanding leadership and people management skills
- Excellent organisational and time management abilities
- Strong commercial awareness and financial acumen
- Excellent written, verbal and presentation skills
- Outstanding customer service skills
- Confidence in motivating staff, volunteers and community groups
- Strong problem-solving and decision-making skills
- Creativity and the ability to develop innovative ideas and opportunities
- Diplomacy, tact and professionalism
- Empathy, and an ability to build and sustain relationships
- High levels of initiative, resilience and self-motivation
- A collaborative approach and strong team ethic
- A willingness to work flexibly, including evenings and weekends where required
- A positive attitude and enthusiasm.

5.6 Other

- The postholder will be based at Number 30, The Square, Huntly
- The post-holder is entitled to 31 days paid holiday per year, including public holidays, rising to 34 days after 5 years of continuous employment and 36 days after 10 years
- HDT offers a contributory pension scheme from which the post-holder may opt out.



This Job Description indicates the general level of duties and responsibilities, not an exhaustive list of expected activities

Key responsibilities in more detail

1 Leadership & People Management

- Lead, inspire and develop the Number 30 team, creating a culture of exceptional customer service
- Lead by example, maintaining the highest professional standards
- Line-manage all staff, with direct responsibility for supervisors and front of house staff
- Recruit, induct, train, motivate and develop staff and volunteers
- Manage performance, attendance and employee wellbeing, taking appropriate action as needed
- Ensure appropriate staffing levels to meet operational requirements
- Coordinate and support the work of volunteers across the café, cinema and events programme
- Undertake all HR responsibilities relating to staff and volunteers.

2 Operations & Venue Management

- Oversee day-to-day operations, ensuring the venue operates efficiently and professionally
- Act as Duty Manager on a shared rota, including evenings and weekends as required
- Ensure all opening, closing and security procedures are followed
- Maintain the building, fixtures and fittings to a high standard, ensuring planned and reactive maintenance is undertaken
- Supervise contractors and suppliers to ensure agreed standards of service
- Ensure administrative processes relating to customers, staff, funders, finance and general correspondence are completed accurately and efficiently
- Maintain high standards of cleanliness, presentation and customer service throughout the venue.

3 Governance, Compliance & Health & Safety

- Ensure compliance with all operational policies and procedures
- Develop, review and update policies where required
- Maintain compliance with Health & Safety, Food Safety, Environmental Health, Licensing and all relevant legislation
- Hold responsibility for Personal and Premises Licences and ensure all licensing requirements are met as required
- Lead on risk management, including Risk Assessments, COSHH, HACCP and RIDDOR compliance
- Ensure effective waste management, recycling and environmentally responsible working practices
- Maintain responsibility for site security and emergency procedures.

4 Business Development & Financial Management

- Maximise income while maintaining excellent customer experience and operational standards.
- Develop new income opportunities and initiatives to improve long-term sustainability
- Prepare business cases for new activities, services and events.
- Set annual budgets
- Monitor financial performance, analyse sales data and recommend corrective action as needed
- Manage staffing costs and approve expenditure within delegated authority
- Review supplier invoices, including film distributor invoices, ensuring accuracy
- Maintain accountability for stock control and cash management
- Encourage cost-effective working practices across all departments
- Support the Kitchen Supervisor to maximise profitability and commercial performance
- Produce operational and performance reports for HDT Senior Management and the HDT Board.

5 Events, Cinema & Customer Experience

- Develop and expand the annual programme of events
- Manage client enquiries and bookings from initial enquiry through delivery and post-event follow-up
- Deliver and oversee events, ensuring an outstanding customer experience
- Coordinate departments to ensure seamless delivery of events alongside day-to-day operations
- Ensure all events comply with the venue's Public Entertainment Licence
- Manage weekly cinema scheduling
- Ensure films are uploaded, playlists created and cinema keys ingested to meet deadlines
- Build and maintain strong relationships with film bookers, distributors and cinema partners.

6 Marketing & Community Engagement

- Develop and implement an annual marketing and promotional plan
- Increase awareness through social media, local marketing and attendance at community events
- Produce promotional materials where appropriate
- Build strong relationships with local organisations, , businesses and community stakeholders
- Develop new corporate and private hire opportunities
- Promote volunteer involvement and encourage community participation in the venue.



Dedicated desks area



Gallery and exhibition space