

Dundee Makerspace Ltd

Job Title:	Company Director (2 positions)	Job Category:	Management
Department/Group:	Head Office	Job Code/ Req#:	SOC-1255 / #2104001
Location:	Flexible	Travel Required:	No
Level/Salary Range:	£0 – Reasonable Expenses	Position Type:	Voluntary, Part-time
HR Contact:	James Bastone	Date Posted:	02/04/2021
Will Train Applicant(s):	Yes	Posting Expires:	When Positions Filled

Applications Accepted By:

EMAIL:

Send To: james@dundeemakerspace.co.uk

Subject Line: Application for Directorship

Job Description

ABOUT DUNDEE MAKERSPACE

Dundee Makerspace is a community-led workshop providing tools and facilities to its members to promote creativity and innovation in the arts and sciences. Membership is open to all those 18 and over, with younger people being able to attend special workshop sessions.

ROLE AND RESPONSIBILITIES

PLEASE NOTE: THIS IS A VOLUNTARY POSITION AND NO REMUNERATION WILL BE MADE FOR ANY WORK DONE FOR THE COMPANY ASIDE FROM REASONABLE EXPENSES.

Along with the other company directors, you will be legally responsible for all actions taken by or on behalf of Dundee Makerspace Ltd (The Company) and you will be required to meet the responsibilities and duties of a Company Director as laid out by Companies House (<https://www.gov.uk/guidance/being-a-company-director>).

As our company is limited by guarantee, we would also ask you to become a company guarantor (liability of £1) which will give you equal voting rights to the other directors, all of whom form the members of the company.

Additionally, it is expected that you will take on primary responsibility for certain aspects of company management. We currently have a director who wishes to continue managing finance and accounting responsibilities and therefore we would look for you to take on one or more of the following areas as your own:

- Marketing
- Innovation and Growth
- Health and Safety
- Risk Management
- Volunteer Recruitment and Coordination

All other areas not chosen as specialisms will remain the joint responsibility of yourself and the other directors.

Dundee Makerspace Ltd

It is expected that you will devote **8 hours a week** on average to the running of the company and work related to furthering the purposes of the company. This may be at any time and in any location unless the work requires a specific time and place. It is also expected that you will be responsible for running at least one open-evening or members event a month. However, applications will not be rejected solely because you are not able to commit to this. Such events are counted towards the 8 hour commitment specified above.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The only formal requirements for this position are eligibility to work in the UK (Proof will be required before starting the position), being aged 16 or over, not being disqualified as a director, not having been involved in illegal activities and not having mismanaged a company. Additionally, you must not be an undischarged bankrupt unless you have been made exempt by a court.

PREFERRED SKILLS

Previous experience in any management or directorial position will be an advantage, as will professional or voluntary experience as personnel in Health and Safety, Marketing, Finance, HR, Planning, Engineering or most other professional disciplines.

Previous volunteer experience is also very much respected.

ADDITIONAL NOTES

The selection process will consist of an informal interview with the existing directors and representatives of the membership, followed by putting of your name to the membership as a whole to allow for any questions or objections to be made. Following this, formal appointment will be made by a meeting of the company directors.

Please contact James (james@dundeemakerspace.co.uk) if you have any queries about the position.

Reviewed By:	James Bastone	Date:	04/04/2021
Approved By:	James Bastone	Date:	04/04/2021
Last Updated By:	James Bastone	Date/Time:	04/04/2021