



# DUNVEGAN COMMUNITY TRUST

## **Admin & Communications Officer Role Description**

**Part-time 14 hours per week, Salary £25,000 pro-rata**

**Continuous employment offered, dependent on ongoing Community Benefit funding**

Dunvegan Community Trust is a registered Scottish charity (SCIO) that strives to further community development in Dunvegan, Isle of Skye, through various initiatives. Our vision is to support a thriving, sustainable, and inclusive community, addressing the specific needs and aspirations of our residents.

DCT is looking to support its community development activities, requiring the engagement of a part-time Admin & Communications Officer (ACO). The role is focused on supporting the voluntary committee by providing vital administrative and communication support, providing an integral link between DCT and the community and working alongside Development and Project Officers on a regular basis. The position will report into the Chair, but it is envisaged the ACO will work alongside the full committee.

Payment for the contract will be dependent on relevant experience, based on 14 hours per week, 12 month contract, including a 6 month review of performance to deliverables. Reasonable & pre-approved out of pocket expenses will be reimbursed with valid receipts in accordance with the DCT Financial Policy.

### **Objectives of the role:**

- To maintain an organised system of documents, both filed and shared
- To maintain a secure, up to date and comprehensive list of members
- To ensure DCT's ongoing administrative compliance with statutory requirements (eg OSCR, HMRC)
- To receive and process funding applications for community benefit funds
- Easing the administrative burden of the voluntary trustees, to include producing agendas, minutes and relevant documents for committee meetings
- Manage external communications, including updating the website, managing a schedule of social media posts and producing regular newsletters
- To manage minibus bookings and documentation according to Section 19 legislation and our insurance requirements
- To help facilitate the smooth operation of the trust & its ongoing liaison with the community

**Specific Skills and Experience:**

- Proven experience in providing administrative and operational support
- Experienced in use of Microsoft Word, Excel, PowerPoint.
- High standard of written and spoken English.
- Experience of online accounting software, e.g. Xero.
- Strong working knowledge of social media and online communication platforms.

**Desirable Skills/Experience:**

- Preferred experience within non-profit groups, community development activities, ideally contributing towards local projects.
- Local knowledge/experience of the challenges faced by rural communities.
- Gaelic language skills (any level)

**Personal characteristics:**

- Ability to work effectively both independently and as part of a team.
- Self-motivated, organised and passionate about making a difference, proactive can-do attitude.
- Ability to complete projects in a timely manner.
- Friendly, enthusiastic, and positive attitude to maintain positive relationships.
- Capacity to work with a diverse range of people, groups, and organisations.
- The successful candidate will be ideally based on the Isle of Skye, consideration will also be given to candidates who are able to travel to Dunvegan on a regular basis.