



**DUNVEGAN
COMMUNITY
TRUST**

Cruachan Woodland and Cnoc nan Craobh Project Officer Role Description

**Part-time 21 hours per week, salary £34,000 pro-rata
Fixed Term 9 month contract**

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.

This year DCT successfully applied for funding from the Scottish Land Fund to purchase two woodland areas at Orbost: Cruachan Wood and Cnoc nan Craobh, from Highlands and Islands Enterprise.

DCT is seeking to appoint a Project Officer to manage and develop the project at Orbost.

- The position will report to the Chair, as part of a team of DCT staff, which includes a Development Officer, Admin and Communications Officer and a Project officer for Gaeltec Community Hub.
- Salary will be dependent on relevant experience, based on 21 hours per week
- The position is based on a fixed term 9 month contract, including a 4 month review of performance to deliverables, with the potential to extend (funding dependant)
- The Project Officer will use his or her car for work related journeys. It is the responsibility of the post holder to ensure that their insurance covers them for this purpose.
- Reasonable & pre-approved out of pocket expenses will be reimbursed with valid receipts in accordance with the DCT Financial Policy.
- The Project Officer will be based at home with work on site essential on a regular basis, including some weekends.

The project includes the following elements:

- Cruachan Woodland - This woodland requires a management plan and work to tackle salmonberry, an invasive species which has formed a thicket. This woodland will be registered as 2 Woodland Crofts, but we want to improve its condition in advance of tenancies commencing.

- Cnoc nan Craobh - This small woodland is a much loved local recreation space, and will be kept as a communal woodland. The goal is to keep it tended and enhance the recreation infrastructure (accessible path, benches).
- Community Growing Space - There is a small area of land next to Orbost Farmhouse which has potential to develop as a Community Garden.
- Management of outdoor volunteer activities based around these 3 sites.

Role Details, Skills and Personal Characteristics

The objectives of this role are to:

- Fulfil our funding requirements to the Scottish Land Fund
- Develop a woodland management plan
- Manage the actions of the management plan, including restocking
- Tackle the invasive species in the woodland by exploring novel methods (goats? pigs?) as opposed to chemical treatment
- Drive environmentally, socially and culturally sensitive recreational development at Cnoc nan Craobh
- To involve the community in this project through well managed volunteering and training opportunities and good two-way communication

Specific Skills and Experience:

- Experience within non-profit groups, community development activities, ideally contributing towards local projects.
- An understanding of the challenges faced by rural island communities
- Demonstrable woodland management experience
- Experience of recreational project management
- Experience of managing and developing volunteering groups in an outdoor setting, including risk assessment and H&S.
- Good record keeping and IT skills, able to document & record information in written or electronic formats - maintaining clear and concise team, H&S and site records.
- Experience of coordinating and sharing project updates in a community space
- Good communication skills, written and oral
- Clean driving licence and access to their own transport
- Experience of path creation and maintenance projects

Desirable Skills and Experience:

- Experience of crofting and some knowledge of crofting legislation would be advantageous
- Experience of working to tackle invasive species

- Horticultural knowledge or experience
- Experience of working outdoors
- Gaelic language skills (at any level) would be advantageous
- Current First Aid or Outdoors First Aid certificate
- An awareness of Woodland Crofts
- Experience of tendering process for capital projects

Personal Characteristics:

- The ability to work well as part of a wider team, or under own initiative - this job requires a willingness to take on responsibilities, challenges and be self-motivated.
- A keenness to learn - this job will involve getting up to speed on both the project's history, community consultation to date and the options available to take all of the elements forward.
- Good communication (written and oral) and interpersonal skills
- Passionate about the environment and a love of the outdoors
- The ability to inspire and motivate others

Role Specific tasks:

The role has several objectives which must be achieved by the end of March 2026 in line with our Funding conditions:

- Completing an initial risk assessment of the woodland post acquisition with help from the Community Woodland Association, maintaining records and implementing necessary actions
- Managing initial contracted Health and Safety works post Acquisition (Ash tree felling due to Chalara) and safe storage of felled trees
- Research the Glengarry Model for crofting tenancies, and hold 2 events to gather views to inform croft allocation policies
- Submit 1st and 2nd draft of croft allocation policy
- Registration of woodlands in SG Rural Payments and Inspections Division
- Developing and promoting volunteering opportunities in the woodland, recruiting a team of volunteers and managing / coordinating their activities : host at least 3 volunteer events on site by the end of March 2026

Ongoing tasks:

- Continuing to develop and promote volunteering opportunities in the woodland, recruiting a team of volunteers and managing / coordinating their activities
- Community outreach: Actively communicating and engaging with the community on project news, volunteering and educational opportunities on site, sharing knowledge and linking up with other people and groups where advantageous
- Croft registration
- Managing all grant applications, claims and reports for croft related housing work, and recreation operations and development projects;
- Maintaining regular communication with the DCT committee
- Working in collaboration with existing DCT Staff

Dunvegan Community Trust SCIO (SC052078)

www.dunvegantrust.co.uk