**Isle of Canna Community Development Trust Ltd. (IoCCDT)**

**Administrator**

**This job is offered initially as 1 year contract with the possibility of extension**

**Job description and person specification**

**Job Title:** Administrator

**Hours:** up to 32 per week

**Salary:** £24 - 28,000 p.a. pro rata dependant on experience

**Duration:** 1 year with the potential for extension **Start Date**: preferred date end of October 2021

**Location** – the post will be based on the Isle of Canna. Rented accommodation will be available; candidates will be responsible for their own living expenses.

This post is funded by the Scottish Government’s Strengthening Communities Fund, IoCCDT, Canna Renewable Energy and Electrification Ltd (CREEL) and the National Trust for Scotland

**Background**

The Isle of Canna, owned by the National Trust for Scotland (NTS), is a small island off the west coast of Scotland forming one of the Small Isles group along with its neighbours Rum, Eigg and Muck. The island is approximately 5 miles long by one mile wide with a resident population of 18 people. The adjacent island of Sanday is joined to Canna by a short road bridge.

The IoCCDT was established in April 2013 and grew out of the previous community group - Canna Community Association. The IoCCDT was set up to stimulate sustainable demographic growth supported by good employment opportunities, good services, facilities and affordable housing. It provides a focus for the administration of community projects and a vehicle to manage assets on behalf of the community. It has a successful track record of community managed projects including a community shop, the all-tides Sanday road, community moorings and most recently (completed October 2018) the Canna Renewable Energy and Electrification scheme which includes six wind turbines and a photovoltaic array which was a winner at the 2019 Scottish Government Energy Awards.

A review of the Canna Development Plan in July 2018 <https://12fbf5a2-7c95-ff39-ff7d-57f648bb92f1.filesusr.com/ugd/c545d0_195248362ef145c8a147e260c4941407.pdf> further flagged up the need to increase the population of Canna to a more sustainable number. To achieve this Canna would need additional residential housing and additional business opportunities stimulated by the provision of work units and the renovation and extension of the listed building Coroghon Barn. The administration load has now reached the stage where a paid post is necessary.

The successful applicant will work with members of the Canna community through the IoCCDT. This is an exciting opportunity to contribute to the sustainable development of a small, remote but dynamic island community and be part of a new working partnership with the NTS.

**The Role**

The Administrator role will require someone with knowledge and experience in administration, communicationandof working with a community company and a volunteer board of directors.Experience of living and working in a remote location would be a benefit.

We expect the Administrator to be able to work independently and on their own initiative.

The Administrator will report to the board of IoCCDT directors and will receive support from that board.

**Main Duties**

Responsible for the co-ordination and administration of the work of the IoCCDT and its subsidiary companies, the Development Manager and the Canna Partnership. This will include but is not limited to the following:

* Overall responsibility for ensuring the smooth running of community processes on Canna.
* Responsibility for the administration and co-ordination of the Isle of Canna Community Development Trust (IoCCDT) as Secretary
* Responsibility for the administration and co-ordination of the Canna Partnership – an exciting new partnership between the IoCCDT and the island’s owner the National Trust for Scotland.
* Responsibility for the administration and co-ordination of the Canna Renewable Energy and Electrification Ltd (CREEL) as Secretary. Take quarterly meter readings and issue invoices on behalf of CREEL
* Responsibility for the administration and co-ordination of the Canna Trading Company (CTC) as Secretary
* Support and administration for the Development Manager, currently working on community owned, affordable housing and a barn renovation / bunkhouse development. Other projects are in the pipeline.
* Admin support for some on island work for the National Trust for Scotland
* Admin support for Canna community shop to include a volunteer rota in the winter months, organizing the paid cleaning role in the summer, assistance with shop orders and stocking
* Liaise with IoCCDT Treasurer over placement and management of restricted funds, payment and record keeping for contract staff
* Admin support for the annual 10k trail run
* Occasional fund raising out with the Development Manager remit

The role will include the following tasks as part of the above:

* Arrange dates, venues (including zoom as necessary), agenda, minutes, bulletins and reports appropriately and timeously for all relevant bodies – IoCCDT, CP, CREEL, CTC
* Maintain records of all meetings and back up digital material regularly
* Be the conduit of communication between the Development Manager and the community and respond to reasonable requests for information
* Be the conduit of communication between the NTS (and others e.g. DTAS on occasion) and the community, sending notifications of contractor visits etc.
* Update and maintain all records required for statutory purposes e.g. GDPR, OSCR and Companies House as necessary
* Update policies and emergency plans as necessary
* Respond to enquiries received through the Isle of Canna gmail account and website as necessary

Together with:

* Positive engagement with the policies and procedures agreed by the Board
* Constructive and supportive interaction with all IoCCDT members and island residents
* Any additional support required as agreed with ~~the line manager~~ IoCCDT directors.

**Line Management**

The post will have no line management responsibilities

**Reporting**

The Administrator will report directly to the IoCCDT directors. The post will be supported by this board of directors and other external organisations that provide IoCCDT with advice for different projects. Partnership working will be a key part of this role.

**Working conditions**

The post will be based on Canna and rented accommodation will be available for rent. The successful applicant will be self employed and expected to provide their own computer, scanning and printing equipment.

**Travel**

Travel and subsistence will be paid against claims for relevant expenditure.

**Insurance**

The successful applicant will keep in place at all times a policy of public liability insurance cover for a sum of at least £2million and will provide evidence of such cover on request.

**Equal Opportunities**

IoCCDT has an equal opportunities policy to ensure all members of staff employed by the organisation, and all applicants for employment will be given equal opportunity irrespective of gender, sexual orientation, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training. The Trust is committed to giving full and fair consideration to people with disabilities applying for this post that possess the relevant skills and experience.

**Funding**

This post is currently funded by the IoCCDT, CREEL and NTS . The post holder will work directly for the IoCCDT board of directors.

**NOTE**: while in the text we refer to the Isle of Canna, this includes both Canna and the Isle of Sanday. Both islands are under the ownership of the NTS apart from privately owned croft land on Sanday.

**Person Specification**

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| **Key Criteria** | **Essential** | **Desirable** |
| **Qualifications and Training** | A good standard of formal education to Highers/A level. | * Degree |
| **Work Experience** | To be able to demonstrate experience of:   * Administering projects and meetings. * Working with both large and small organisations * Administering at voluntary and community level. * Working with a voluntary board. * Working with partnerships * Basic book keeping | * Experience of working in peripheral areas of the Highlands and Islands. * Experience of working with a large conservation charity |
| **Knowledge, Skills and Abilities** | * Demonstrate proven communication skills * Demonstrate ability to write effective emails and readable and concise reports * Demonstrate ability to work on own initiative | * Practical experience of realities of community life remote areas |
| **Technical Skills** | * Good general computer competence (Word, Excel, PowerPoint, Web, email) * Comfortable with remote working communications technologies and practices eg Zoom and Teams |  |
| **Job Circumstances** | * Based on Canna * Strong motivation and enthusiasm for the post * Clean driving license and access to own transport | * Early start date |