

Hynish Project Officer - Role Specification

Background

TCDT has secured funding from the Scottish Land Fund to take ownership of the Buildings at Hynish which are currently owned by The Hebridean Trust. TCDT is now seeking a short-term project officer, who will work on a self-employed basis, to undertake tasks leading to the transfer of the buildings.

Scope of work for Consultant Project Officer

With support from the TCDT General Manager and board of directors the project officer's tasks will include the following:

- Liaise with TCDT solicitors and/or Hebridean Trust to conclude:
 - transfer agreement;
 - handover document;
 - any other agreements/documents as necessary;
- Liaise with Argyll Estate and TCDT solicitors to transfer land/carpark at Alan Stevenson house;
- Liaise with TCDT solicitors and accountants to finalise formation of new Charity and Trading subsidiary structure as advised by the Trust's professional advisors;
- Lead the recruitment of trustees/directors for the above charity and trading subsidiary;
- Ensure that all necessary insurance is in place at the point of transfer;
- Report on all related matters to the TCDT management and board;
- Any other tasks as agreed.

Conditions of work

- The self-employed project officer will work flexible hours from home or a desk may be available at the Trust Office in Crossapol, Tiree, if required.
- The project officer will be expected to present a monthly forecast of tasks to be carried out and the hours required to complete these tasks.
- Rate of pay will be £15 per hour, invoiced monthly with submission of timesheets which should reconcile with the monthly forecast, with variances explained and approved.
- Workload and hours required will vary from week to week according to the tasks at hand, therefore a degree of flexibility will be required. As an indication, we estimate between 5-10 hours per week over a 15-20 week period.
- Attendance will be required at evening and weekend meetings.

Person Specification

Our ideal applicant will be able to demonstrate that they:

- are self-motivated, able to identify priorities, and organise their work accordingly without close supervision;
- have the ability to work on their own and as part of a team when required;
- have experience managing a project that involved liaison with multiple external bodies in a property development or land transfer context;
- have experience of working with community/voluntary groups;
- can use Microsoft Word to generate documents of a professional standard;



- can use Microsoft Excel to prepare financial budgets and forecasts to a standard that would be expected by an external funding agency;
- can demonstrate verbal and written communication skills appropriate to the scope of work and responsibilities.

Please email your interest to andy@tiretrust.org.uk, outlining your suitability to the role and explaining how you meet the Person Specification, or contact the office on 01879 220074 for more information.